

# BOARD OF SUPERVISORS

## Brown County



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### PLAN. DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair  
Dave Kaster, Vice Chair  
Dave Landwehr, Norbert Dantinne, Tom Sieber

**PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE**  
**Monday, March 27, 2017**  
**Approx. 6:15 PM (Or to follow Land Con)**  
**Room 161, UW Extension**  
**1150 Bellevue Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of February 27, 2017.
- IV. Approval of Highway location for April meeting with a start time at approximately 5:15pm.

### Comments from the Public

1. Review Minutes of:
  - a. Harbor Commission (January 9, 2017).
  - b. Revolving Loan Fund Committee (September 29, November 11 and December 16, 2016).

### Communications

2. Communication from Supervisor Becker re: Per the request of the Town of Pittsfield, move County Rd U to Old 29. *Held for one month.*

### UW-Extension

3. Budget Status Financial Report for February 2017 (Unaudited).
4. Director's Report.

### Port & Resource Recovery

5. 2016 Port Annual Report
6. Budget Adjustment Request (#17-18): Any allocation from a department's fund balance.
7. Director Report.

### Public Works

8. Summary of Operations.
9. Director's Report.
10. Recommendation and Approval for Brown County Courthouse Dome Repairs and Restoration – Project #2127.
11. Discussion re: Moving CTH T reconditioning project from 2018 to 2017 and possible funding sources.

12. An Ordinance to Amend Section 6.10 of the Brown County Code of Ordinances Entitled, *"Contract Highway Construction by County"*.

#### **Planning and Land Services**

**Land Information** – No agenda items.

#### **Planning Commission**

13. Southern Bridge project update.
14. Request for Proposal (RFP) for Brown County: Architectural/Engineering Services for New Science, Technology, Engineering & Math (STEM) Innovation Center.
15. Update regarding development of the Brown County Farm property – standing item.
16. Budget Status Financial Report for December 2016 (Preliminary and Unaudited).
17. Budget Status Financial Reports for January and February 2017 (Unaudited).

#### **Property Listing**

18. Budget Status Financial Report for December 2016 (Preliminary and Unaudited).
19. Budget Status Financial Reports for January and February 2017 (Unaudited).

#### **Zoning**

20. POWTS Update.
21. Budget Status Financial Report for December 2016 (Preliminary and Unaudited).
22. Budget Status Financial Reports for January and February 2017 (Unaudited).

#### **Airport**

23. Open Positions Report.
24. Year-End Unaudited Budget Status Financial Report.
25. Annual Report.
26. Director's Report.

#### **Register of Deeds**

27. Budget Status Financial Report for December 2016 (Preliminary and Unaudited).
28. Budget Status Financial Reports for February 2017 (Unaudited).

#### **Other**

29. Audit of bills.
30. Such other matters as authorized by law.
31. Adjourn.

Bernie Erickson, Chair

#### **Attachments**

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY**  
**PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Planning, Development & Transportation Committee was held on Monday, February 27, 2017 in Room 161, UW Extension, 1150 Bellevue St.

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**Present:** Supervisors Bernie Erickson, Dave Kaster, Dave Landwehr, Tom Sieber, Norbert Dantine  
**Also Present:** Supervisors Lefebvre; Planning Director Chuck Lamine, Public Works Director Paul Fontecchio, Facility Projects Manager Jeff Oudeans, Internal Auditor Dan Process, Airport Director Tom Miller, Port & Resource Recovery Director Dean Haen, Director of Administration Chad Weininger, Corporation Counsel Dave Hemery, Deputy Corporation Counsel Greg Gerbers, County Executive Streckenbach, Deputy Executive Jeff Flynt, other interested parties and news media

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*\*Audio of the meeting is available by contacting the County Board office (920) 448-4015.*

**I. Call Meeting to Order.**

The meeting was called to order by Supervisor Erickson at 6:25 p.m.

**II. Approve/Modify Agenda.**

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to move Item 29 after Item 5. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of January 23, 2017.**

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**1. Review minutes of:**

- a. Planning Commission Board of Directors (January 4, 2017).

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

- b. Solid Waste Board (January 16, 2017).

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Comments from the Public – None**

**Communications**

2. Communication from Supervisor Blom re: For PD&T to investigate a right turn lane off of Velp Avenue to Ocean Winds Street in the Village of Howard. *Held for one month.*

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

3. Communication from Supervisor Becker re: Per the request of the Town of Pittsfield, move County Rd U to Old 29. *Referred from February County Board.*

**Motion made by Supervisor Sieber, seconded by Supervisor Kaster to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Communication from Nicole VonHolzen of Green Bay BMX, along with Green Bay Action Sports Organization (GBASO), request of Brown County for any available grants or assistance in any vacant buildings or properties available to operate as a non-profit indoor multi-sports facility. After seeing a recent article looking for ideas for Shopko Hall Arena we believe this could be a perfect fit for our community. Currently GBASO provides an all-wheel family friendly indoor skate park but has very limited space. Working with them we would like to open a larger all-wheel friendly skate facility to include rock wall climbing, gymnastics/ parkour and a BMX/bicycle racing/riding track.**

**Motion made by Supervisor Landwehr, seconded by Supervisor Dantine to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Nicole VonHolzen - 1014 St. Anthony, De Pere**

VonHolzen provided handouts (attached) with re: to the BMX side. She informed she had been emailing with a lot of different people about the opportunity of using Shopko Hall as well as possibly a facility at the fairgrounds. Something larger to combine multi-sports with year-round access, Schroeder interjected they were open to the option of land to lease, similar to what Cornerstone Community Center does. VonHolzen stated BMX events brought in a lot of money and the last three years had become more of an Olympic sport and in speaking with a gentleman through USA BMX their events averaged over \$400,000 a weekend. By combining under one roof they believed it would make it affordable for kids and low income people but bring in money to the city. There were four BMX riders in Green Bay and they were in her house. There were 7,000 BMX riders in Wisconsin and have nowhere to practice or race. It was an untouched market. Oshkosh had an outdoor track that operated for 3-4 months. They brought in \$40,000-\$50,000 in that time. They had two races a week and one practice.

**Brian Schroeder - 155 Kenney Street, Green Bay**

Schroeder stated they currently leased a 13,000 sq. ft. facility on Ashland Ave and informed of the programs offered at GBASO. They were looking to create community space and a family action sports center for several activities and multiple sports. Currently there were three indoor parks in the state; the other two were in Milwaukee. The closest indoor track for the BMX bike racing was 6 hours away. He added an indoor/outdoor space would be ideal as it could be open year round. He stated if you create an outdoor skate park you create 8 months of boredom with nothing to fill that boredom. GBASO had been open for three years and he saw the impact they had. They had people consistently coming from all over Wisconsin. There were a lot of youth development opportunities and incentive to participate.

Sieber thought it was a great idea and suggested referring it to staff. He felt not at Shopko Hall but maybe at the fairgrounds.

Erickson questioned if they had a business plan. Schroeder had an original business plan from when GBASO started. VonHolzen put together a basic business proposal. Erickson brought up the Revolving Loan Fund; Planning Director Chuck Lamine informed the emphasis of it was job creation and job creation for low and moderate income persons or households or to show some benefits to low or moderate income persons because it was federal block grant funds. They never fund an entire project, they could do up to 50% of a project but there was usually a private involvement on a loan as well.

Supervisor Lefebvre informed she liked the idea.

**Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY**

A discussion ensued with regard to what staff this should be referred to; Director of Administration Chad Weininger informed he would work with Planning Director Chuck Lamine, Parks and Facilities.

**Motion made by Supervisor Sieber, seconded by Supervisor Dantine to refer to staff. Vote taken. MOTION CARRIED UNANIMOUSLY**

5. **Communication from Supervisor Dantine re: To move Cty T Asphalt Project to the 2017 Improvement Plan. Referred from February County Board.**

Public Works Director Paul Fontecchio questioned if they had bonding capacity for \$672,000. Weininger responded that in 2017 they had projected \$9.8M planned for bonding and if they stayed under \$10M that allowed them to get a better rate. They had roughly \$200,000 to stay under the bank qualified rate, which he recommended; however, the County Board could do whatever they decided. Weininger noted that if they moved forward, Fontecchio had a 2020 Plan where all roads were going to be from poor to fair, from fair to good with his current schedule. He had been doing a good job over the last two years trying to build all the road capacity in and it would be helpful to continue with that schedule.

Fontecchio stated they could bond the \$200,000. He had, according to preliminary numbers, \$300,000 in carryover. If he came in under on any of the projects he should be able to make up the difference. He could program T for later in the season. It wouldn't be guaranteed but it would be the recommendation on how to get this added into it.

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to refer to the Highway Department to draft a resolution to bond for an additional \$200,000 to move the Cty T Asphalt Project up. Vote taken. MOTION CARRIED UNANIMOUSLY**

*Although shown in proper format, Item 29 was taken at this time.*

**Port & Resource Recovery**

6. **Hazardous Materials Disposal Contract RFP – Request for Approval.**

**Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

7. **2017 Resource Recovery Annual Report – Request for Approval.**

Port & Resource Recovery Director Dean Haen informed that this document served as their financial status report for last year, how they performed. It gave a good idea of what they did under the Resource Recovery umbrella including an overview of the department, their mission, who was on their Solid Waste Board, how they were organized, and it provided metrics, went into their financials, provided a summary of last year's budget and provided their goals.

**Motion made by Supervisor Landwehr, seconded by Supervisor Dantine to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

8. **Directors Report.**

Haen briefly spoke to his written report located in the agenda packet material.

Haen stated that since he put his report together the Corp of Engineers responded back in regard to Cat Island. As part of their response they sent all the detail and basically said the causeway was Brown County's and included all the documentation. If it was true it left the county with one option and that would be to evaluate whether they legally challenge the court for the \$407,000 that was rightfully the county's. He had plans to speak with Corporation Counsel to strategize on how to move forward.

Haen informed next month they will see a budget adjustment for \$5,000 to have engineering done on how much it would cost for a port landmark, a piece of artwork, an entrance sign into the port to sit on the end of Cat Island paid for by fees collected from the terminal operators.

**Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**Airport**

**9. RFP for new airport entrance sign.**

Airport Director informed the project was in the budget. There hadn't been a formal entrance sign at the airport for as long as he had been there. They would like to install an entrance sign with a changeable message board.

**Motion made by Supervisor Dantine, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**10. Open Positions Report.**

Miller informed Dan Hudy had taken the Custodial position as of today. All positions were now filled.

**Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**11. Director's Report.**

Miller provided the Employee's Working Over 12 Hrs. in a 24 Hr. Period Report and noted they had a lot of ice in January which resulted in a fair amount of overtime.

They were in the process of finalizing the ground transportation ordinance revision and it will be brought back in April for their review. It will formalize the availability of Uber and Lyft as well as limousines that operated at the airport right now that, unlike taxicabs, should pay them a fee. Right now they were able to operate for free because of the way the ordinance was written. It put everyone on a level playing field.

In the 2016 budget they had put in for three AED defibrillators that they put in the terminal building. On Monday, February 20<sup>th</sup> they had used one for the very first time successfully and revived a traveler who had collapsed in front of the terminal building and she had recovered and was doing well. It was a good investment and there will be things coming out later on commending the individual that helped in resuscitating the woman.

The budget transfer that was approved last month and went to the February County Board, they closed on the house this past Friday. It was vacant and they will advertise to have it moved or removed/demolished shortly. It may generate a little revenue as opposed to costing money if it were moved.

With regard to budget and bills and all the snow and ice they had in January and February, they shot their budget for the liquid and solid de-icer but they will make it up someplace else in the budget and hopefully won't have to ask for a budget transfer.

**Motion made by Supervisor Landwehr, seconded by Supervisor Dantine to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**Planning and Land Services**

**Land Information, Property Listing, Zoning – No agenda items.**

**Planning Commission**

**12. Request for Information (RFI) for Brown County: Potential Redevelopment of Site Occupied by the Veterans Memorial Arena and Shopko Hall.**

Lamine stated this was in response to their request at the last meeting. The RFI was fairly simple and open-ended; he briefly went through it with the committee. He felt if they saw something that piqued the County Board's interest they could go to the next step which was Request for Quotes or Proposals for the actual development of the site and

creation of a development agreement. They had a list of local developers and he had tried to research other developers on a national scope and other entertainment districts of this size such as NFL stadiums, baseball stadiums, etc. There were several examples around the country and he thought they would try and find those developers and get the RFI out to them. Sieber felt the RFI was well done and exactly what they were looking for to limit the scope to what they were looking for. Landwehr agreed with what was put together but questioned how they were going to make sure it got in front of the big developers. Lamine responded they will have to do some internet research. Urban Land Institute was a good example to identify projects of this nature. The nice thing with the internet, they usually find those people being quoted as being the lead contacts on projects and they go from that to develop a list.

Dantinne questioned if the county owned the property across the road and questioned the lease terms. Lamine believed the lease was updated a few years back when they did the new practice facility. It was his recollection that it was a 20 year lease, may have been as much as 30. Landwehr felt it would be interesting to get a map of all the land the county owned within a mile radius.

Kaster believed developers would get the word out; he felt anyone who turned in information on this would make sure it was a pretty decent project to get considered. Developers could come up with some pretty sharp stuff.

**Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**13. Budget Adjustment Request (#17-17): Any increase in expenses with an offsetting increase in revenue.**

Brown County received non-budgeted revenue of \$23,852 from the Wisconsin Department of Administration for an Environmental Impact Fee associated with the completion of the Fox Energy Project Transmission Line by American Transmission Company (ATC). The payment was pursuant to Wisconsin Statutes 16.969 (4) and directed that the funds were to be used for environmental programs. The requested Budget Adjustment was to enable the funds to be used for storm water management and for restoration of streams and wetlands as a demonstration project at the former County Farm property for the Brown County Research and Innovation Business Park. It was further hoped that the funds could be used as matching funds to leverage additional grant funds such as a Coastal Management Grant. Budget Impact: \$23,852.

Landwehr stated if they needed environmental, the Treasurer's Department had repossessed Haven Place property which had a very small environmental spill on it. They had researched it and found it was only a bucket load of material. Personally he would like to see that added to this because if the county was going to sell the property, they could take off the information regarding the environmental situation as it would have a big hindrance on any private entity putting in an offer to purchase. He would like Lamine to speak with Haen. Lamine believed Haen would have to bring forward a budget adjustment to do that. Weininger interjected that Haen could only use the money if he had ownership of it. Sieber believed the Treasurer could have it cleaned up and add it to the tax bill. Dantinne agreed with Sieber. Landwehr will bring it back to County Board if they can't tack it on the tax bill.

**Motion made by Supervisor Dantinne, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**14. 2016-2017 Carryover Fund Requests.**

**Motion made by Supervisor Dantinne, seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**15. Update regarding development of the Brown County Farm property – standing item.**

The Governor was in town and he announced his inclusion of \$5M in capital funds in his budget to go towards construction of the STEM Innovation Center. It was a real nice jumpstart to this project. In terms of the STEM Innovation building, they had a user's group, the tenants within the building, they had a meeting about a month ago talking about collaboration aspects and the different programming that was going to go on in the building and looking at how the various elements would be able to feed off each other. Tomorrow they were going to have their second

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meeting talking more about building design, etc. The intention would be development of a public statement to be used for some of the fundraising efforts they need for the building going forward and to start off the effort that when they develop an RFP for the architectural and engineering for the building and the site that they would have a jumping off point based on the work that was being done by the users group right now.

The other element, with the \$50,000, Lamine would like to start looking at the preliminary engineering for the site and the rest of the development for the research park property and get them into a more active mode as the city was asking questions about street layout and storm water management.

**Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

**Public Works**

**16. 2016 to 2017 Carryover Funds.**

**Motion made by Supervisor Dantine, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**17. Summary of Operations.**

Public Works Director Paul Fontecchio informed the numbers from last January were pretty similar to where they were. They had more ice storms than snowstorms but were tracking okay for January.

**Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to receive and place on file. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

**18. Director's Report.**

Fontecchio spoke to his written report located with the agenda packet material.

With regard to the county dropping the CTH M Bridge in Suamico, Fontecchio informed they won't put it back in the WisDOT projects, it was a state rule. They had the project 60-80% designed, they will have to pay the design fee out-of-pocket so they will pay the consultant to finish the design and build it themselves down the line. If they had to go through the DOT, according to their rules, they would basically have to start over.

Fontecchio informed the tow plow was working very well, next month he will report back on how things went over all the season. It's been all positive feedback from their crew. They were looking at 2 or 3 more plows potentially in their budget for next year. It made a lot of sense for them on multi-lane facilities as it hit both lanes at once.

**Motion made by Supervisor Sieber, seconded by Supervisor Kaster to receive and place on file. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

**19. Recommendation and Approval for Request for Proposals for Architectural/Engineering Services for Public Works Facility Management Project #2132.**

Fontecchio informed if they had a project that they needed some general architectural engineering services, this was their go-to for a number of years and it was used for smaller projects that came up.

**Motion made by Supervisor Dantine, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED**

**UNANIMOUSLY**

**20. Proposed Policy Language Regarding Contracting with Municipalities for Construction and/or Maintenance of Streets and/or Highways (Proposed Language for MPA that Future Chapter 6 Code Change will Refer To).**



Corporation Counsel Dave Hemery informed Fontecchio came to him with a proposed ordinance but when he read through it it looked more like a contract to him. His basic position was to keep contracts separate from ordinances. You'd hate to have to come back and amend the ordinance every time you wanted a basic contract change. He suggested having a simple ordinance change to have it refer to the agreement.

Fontecchio passed around copies of their policy book and stated they had been working on their work rules and they could make it part of their overall Public Works policy book or they could refer in the ordinance to a Public Works policy number. The policy book was something the committee had been talking about for a long time and they were slowly building it.

Sieber stated Fontecchio did a lot of work on this and they met with all the villages, towns and cities and his concern was someone coming in and changing the MPAs and upsetting everyone. Hemery could work with Fontecchio to see if they could pick out a few main points that they wanted around for the foreseeable future. Sieber suggested some of the ones that were more contentious. Fontecchio suggested sections on maintenance, the table and cost-sharing.

Hemery stated that the current MPAs that were executed and entered into would go pursuant to the regular terms until they were done but they would affect new ones if changed. Kaster suggested referencing somewhere in there that would cover the MPA and its entirety that was agreed upon on this date by the County Board.

Fontecchio felt if they referred to it as a Public Works Policy 07 and put it in the ordinance that should cover it.

**Motion made by Supervisor Sieber, seconded by Supervisor Kaster to send to staff and bring back next month. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **UW-Extension**

21. **Budget Status Financial Report for November 2016.**

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

22. **Resolution re: Change in Table of Organization for U.W. Extension Master Gardener Volunteer Coordinator – LTE.**

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to approve Items 22 and 23. Vote taken. MOTION CARRIED UNANIMOUSLY**

23. **Resolution re: Change in Table of Organization for U.W. Extension Teen Market Garden Coordinator – LTE. See Item 22.**

24. **Budget Adjustment Request (#17-10): Any increase in expenses with an offsetting increase in revenue.**

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

25. **Director's Report. No report, no action taken.**

#### **Closed Session**

26. **Open Session: Discussion and possible action re: the potential sale of the UW-Extension Building located at 1150 Bellevue St., Green Bay, WI 54302. Enter into closed session.**

**Motion made by Supervisor Kaster to enter into closed session. Roll call: Kaster, Erickson, Dantine, Sieber, Landwehr.**

27. **Closed Session: Discussion and possible action re: the potential sale of the UW-Extension Building located at 1150 Bellevue St., Green Bay, WI 54302. Notice is hereby given that the governmental body will adjourn into closes**

session pursuant to Wis. Stat. Sec. 19.85(1)(e) for purposes of competitive or bargaining reasons, in particular, to deliberate the terms and conditions of the potential sale of a public property, i.e. the potential sale of the UW-Extension Building located at 1150 Bellevue St., Green Bay, WI 54302. Return to Regular Order of Business by Reconvening in Open Session.

Motion made by Supervisor Kaster to return to regular order of business. Roll call: Kaster, Erickson, Dantine, Sieber, Landwehr.

28. Reconvene in Open Session: Discussion and possible action re: the potential sale of the UW-Extension Building located at 1150 Bellevue St., Green Bay, WI 54302.

Motion made by Supervisor Erickson, seconded by Supervisor Landwehr to instruct staff and Corporation Counsel to prepare a resolution to sell the UW-Extension property to the Green Bay Schools District for \$650,000 dependent on contingencies. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

29. Audit of bills.

Sieber stated that since he had been on the board they had voted to approve the bills but the bills were already paid so there was really no point in approving the bills. It says audit the bills on the agenda so they were voting to audit the bills but they weren't really auditing, they just saw them. If they were supposed to be auditing the bills, they weren't qualified to be auditing bills. They voted to send the bills to the Internal Auditor to see if he could see any irregularities. Landwehr added that he never felt comfortable signing as they were looking them over in the middle of the meeting. He wasn't taking responsibility for the bills unless they had each of the Department Heads sign that they had gone through them and they looked okay. They needed a better procedure. Process thought one option was for them to review it and if there was something they had a question on, they could refer back to staff or to him.

Further discussion ensued with regard to possible ways to review bills prior to the meeting. Process added that each transaction went through the purchasing process so there were approvals and reviews. Each department's Accountant also looked at and review on a monthly basis before they were truly paid. This was after-the-fact but it gave them the opportunity to review. Landwehr questioned, because Highway's purchasing was handled separately, did it go through Purchasing? Process responded it depended on what the purchase was for. There were different aspects of purchasing.

Dantine stated departments reported monthly, wasn't it a checks and balance of that and questioned why it was here. They approved the budget, saw the monthly reports and if something was wrong they would see it right away. Landwehr would be fine with this provided that each Department Head had to go over the bills and sign every month because someone had to be responsible for it ultimately. Process stated the review that was done was to make sure those expenditures were being charged to the proper account for each department and there were funds to pay those bills. He could work with Administration and Corporation Counsel to see whether or not it made sense to have each committee member sign the report.

Kaster informed that at the Village of Bellevue nothing was paid unless they approved it. He didn't think they should be paid unless they approved them, they were supposed to watch the money, and it was their job. To see them was important but he would like them in their packet and have details of what they were for. As far as timing Process wasn't sure the likelihood of being able to provide the bills before payment was actually made. Landwehr felt Brown County may be able to set the parameters of the terms. Replying to Kaster's remarks, Dantine informed that towns followed the same procedures as the village. Streckenbach explained it was because they had a County Executive form of government. The process of a bill getting paid went through layers of red tape but it was their responsibility at the end of the day.

Sieber felt the Executive made it clear he was responsible for the bills. He reiterated that he liked seeing the bills but he didn't feel comfortable saying they approved or audited the bills and recommended taking it off the agenda. Lefebvre suggested instead of audit the bills, have it listed as review of the bills. Streckenbach stated if they felt like

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there was something that wasn't appropriately spent and they paid it, what changed the opportunity for them to call into question the expenditure. Landwehr responded they have. Kaster's point was that he would like to see them prior to the meeting. Streckenbach stated that if the county was commissioned and asked someone to do a service for the county they were obligated to pay for that service but if the board felt like something was done wrong then they had to answer to that. Getting them before they paid the bill didn't change some of the facts.

Weininger will talk to Accounts Payable to see if they could develop a list, break it down by oversight committee and forward to the County Board office so it could be distributed prior to the meeting. He will see if they actually had to sign them. It was their obligation by county ordinance that they review but if they wanted to change that they could. The county had a \$260M budget, there were processes and controls in place. Department Heads signed off on the PO, it was reviewed, it went through Purchasing, and it got logged in. They also did it for P-Cards, they reviewed them, looked at the actual purchasing to make sure it all balanced out and made sure it was assigned to the right account. The intent was to see if anything stuck out and to ask questions and they did that.

**Motion made by Supervisor Sieber, seconded by Supervisor Dantinne to acknowledge receipt for the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

*Although shown in proper format, the committee went back to Item 6 at this time.*

- 30. Such other matters as authorized by law.
- 31. Adjourn.

**Motion made by Supervisor Dantinne, seconded by Supervisor Sieber to adjourn at 8:50 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

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PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

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A meeting was held on **Monday, January 9<sup>th</sup>, 2017**  
Port & Resource Recovery Department | 2561 S. Broadway, Green Bay, WI 54304

1) The meeting was officially called to order by President Tom Klimek at 10:31 am.

2) Roll Call:

Present: President Tom Klimek  
Vice President Bryan Hyska  
Commissioner Tim Feldhausen  
Commissioner Bernie Erickson  
Commissioner Hank Wallace  
Commissioner Ngosong Fonkem

Excused: Commissioner Peter Zaehringer  
Commissioner Mike Vizer

Unexcused: Commissioner Ron Antonneau

Also Present: Dean Haen, Brown County P&RR  
Mark Walter, Brown County P&RR  
Shelby Schraufnagel, Brown County P&RR  
Chad Doverspike, Brown County P&RR  
Al Leisgang, RGL Holdings, Inc.  
Randy Siewert, RGL Holdings, Inc.  
Troy Gawronski, Foth  
Jim & Sylvia Graefe, Residents  
Mark Hawkins, Hands On Deck, Inc.  
Holly Bellmund, GLC Minerals  
Karl Mueller, GLC Minerals

3) Approval/Modification – Meeting Agenda – *Request for Approval*

**A motion to approve the agenda was made by Hank Wallace and seconded by Bryan Hyska. Unanimously approved.**

4) Approval/Modification – Meeting Minutes of November 14<sup>th</sup>, 2016 – *Request for Approval*

**A motion to approve the minutes of November 14<sup>th</sup>, 2016 was made by Bernie Erickson and seconded by Hank Wallace. Unanimously approved.**

5) Announcements/Communication

The Port will remain open until January 20<sup>th</sup>.

6) Fox River Environmental Clean-Up Project – Public Comments/Update on Standing Item

No update on the project.

7) WDOT Harbor Assistance Program Statement of Intentions – Request for Approval

Two projects were added to the Statement of Intentions since the Agenda packet was mailed and provided at the meeting. Additionally, the approved resolution by Corporation Counsel was provided at the meeting. GLC Minerals has additional interest in a conveyance system using the other property on Bylsby Ave by conveying material coming in by water to the site. The second addition is interest in connecting Prairie Avenue to Hurlbut Court; providing another way for people to get downtown, improve safety where Hurlbut Ave meets Bylsby Ave and also free up industrial property. All other Statement of Intentions were not new and included in 2016 submittal. Mr. Haen gave an overview of previous submittals.

Commissioner Hyska questioned the third SOI, Connect Prairie Ave to Hurlbut Ct. Relocate Bylsby Ave, under Brown County's contribution GLC Minerals is listed; this is a SOI for GLC Minerals, WE Energies and Fox River Terminals. GLC Minerals should not be the only one listed as contributor. Mr. Haen agreed to remove sole reference to GLC Minerals.

**A motion to approve the WDOT Harbor Assistance Program Statement of Intentions as amended was made by Bernie Erickson and seconded by Tim Feldhausen. Approved Unanimously.**

8) Assignment of Dock Wall Lease – Request for Approval

Fox River Dock Company and C. Reiss Coal Company have been recently acquired by KF Maritime, LLC. Fox River Dock Company will operate as Fox River Terminal Company. KF Maritime, LLC is the Kroh Company entity that will assume the Dock Wall Lease between Brown County and Fox River Dock Company. The dockwall lease will expire in 2021.

A spelling error was found on the first page; this change will be made.

**A motion to approve the Assignment of Dock Wall Lease as amended was made by Tim Feldhausen and seconded by Bryan Hyska. Unanimously approved.**

9) Response to U.S. Army Corps of Engineers on Cat Island Project – Request for Approval

Dave Hemery reviewed the response to U.S. Army Corps of Engineers (USACE) letter originally drafted by Kristen Hooker and agreed on the language and being the signator.

Mr. Haen suggested the Port send in the \$407,000 that the Corps says the County still owes as "payment in full, in protest" reserving the right to take the Corps to court. The Port has spent a lot of time and effort making the Renard Island causeway permanent as part of the turnover of the

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island from the Corps to the County. One option could be to refuse to take over Renard Island and leave the Corps with the maintenance costs. Another solution could be to get the Corps to recognize that they are holding \$407,000 of the County's money and use it as credit towards the next project partnership agreement. Commissioner Fonkem will draft a sentence explaining that by depositing the check of \$407,000 the Corps agrees to recognize it as credit for a future project. This sentence will be reviewed by Corporation Counsel and considered to be added to the letter. The letter and check will be sent to the Corps upon approval.

**A motion to approve the Response to U.S. Army Corps of Engineers on Cat Island Project as amended was made by Bernie Erickson and seconded by Bryan Hyska. Unanimously approved.**

10) Application for Bay Port Rehandling Facility – Request for Approval

The Fox River Clean-Up Project has 80,000 cy of sand to dispose of. This sand has been used beneficially in the Highway 41 project and at Georgia Pacific's landfill. With the completion of the Highway 41 project the Fox River Project is looking at several options for disposal of this sand. The sand is less than 1.0 ppm PCBs and is already dry; it could go straight to a storage cell at Bay Port avoiding the dewatering process and associated costs. (Note; actual PCB concentrations are less than 0.1 ppm PCB) The sand may be used on the surface of Renard Island to improve the surface for future use of the island. This option would likely include additional dredged material placed over the sand and be a modification to the DNR approved Renard Island Closure Plan. A third option is leasing land to the Project and building a DNR approved storage site until the sand has all been used at the Georgia Pacific landfill. Each option would result in a different tipping fee. Foth and staff are working on costing out these options.

Commissioner Hyska asked if there is a way during the process of figuring out fees to find out what this would do to the already approved budget. Mr. Haen stated that the 2017 budget does not include this project. The project would have a positive impact on the budget.

**A motion to receive and place the Application for Bay Port Rehandling Facility on file was made by Bernie Erickson and seconded by Tim Feldhausen. Unanimously approved.**

11) Current & Future Use of Bay Port Property – Update

The city of Green Bay uses Bay Port Hurlbut Property for their west side city compost location. The east end of the property is used as storage for jersey barriers, millings and top soil. The Department has approached the City letting them know that they may need to clear the area soon for a storage site for the Fox River Clean-up Project.

The Department acquired the Hurlbut Property 10 years ago and the purchase agreement gave the city of Green Bay free use of the land, as the City worked toward relocating the compost facility upon land acquired as part of the purchase agreement or other land. The Hurlbut property is critical to achieve the disposal capacity of the Bay Port Dredged Material Rehandling Facility by using the property to construct two dewatering cells. Because of beneficial reuse of dredged material at Renard Island and construction of the Cat Island Restoration Project the Department's need for use of the property has been deferred for three to five years. The free 10 years of use is coming to term in February. For the past 12-18 months Mr. Haen has been in contact with the city of Green Bay regarding this matter.

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Corporation Counsel would like an additional three months to negotiate with the City. Options include vacating the property or leasing the property. The City has indicated no money to lease the land and has not invested the time necessary over the past 10 years to permit a new compost facility.

Since November, Commissioner Erickson has also spoken with staff at the city of Green Bay to come to an agreement. He offered the Mayor continued use of the location for one year if he signs the Renard Island easement. Any additional years would be negotiated. The easement has yet to be signed.

Commissioner Erickson has offered to reach out to Steve Grenier, city of Green Bay Public Works Director and meet with Mayor Jim Schmitt to negotiate an agreement.

The Commission will hold on any action until Corporation Counsel and Commissioner Erickson's efforts are complete. Mr. Haen requested that the Commissioners begin thinking about what actions they would like to take at the next Harbor Commission, should the City not respond to efforts to figure out an amenable solution.

#### 12) Director's Report – Update

The Coast Guard has increased 2017 pilotage rates an additional 14% on top of the 24% increase in 2016.

Peter's Concrete is interested in buying less than two acres from the County on the other side of the Bay Port Rehandling Facility sedimentation pond, similar to the property sale to Northeast Asphalt. Mr. Haen suggested the Port maintain an easement across this property for sedimentation pond maintenance access

A few years ago Commissioner Vizer suggested that an artistic sculpture of some kind be placed on the east island of the Cat Island chain. Mr. Haen has been working with John Koester a local artist on a concept design. The concept design was then shared with Jones Sign. The concept is estimated at \$300,000. Mr. Haen will present the idea to the Terminal Operators at the annual Harbor Fee meeting and determine if the terminal operators find value or interest in such an artistic sculpture or not. The terminal operators have say over use of the annually collected Harbor Fee funds.

#### 13) Audit of Bills – Request for Approval

Commissioner Hyska asked about the bills presented to the Harbor Commission for approval as they are already paid by the time they see them. Mr. Haen explained that the approval process for any action is typically 60-90 days so it would affect the ability of the department to pay bills timely. The Commission does have the authority to review and comment on any bills if they have concerns.

**A motion to approve the Audit of Bills was made by Hank Wallace and seconded by Tim Feldhausen. Unanimously approved.**

#### 14) Tonnage Report – Request for Approval

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**A motion to approve the Tonnage Report was made by Bryan Hyska and seconded by Tim Feldhausen. Unanimously approved.**

**15) Such Other Matters as Authorized by Law**

Commissioner Erickson asked if the west island on Cat Island could be incorporated as a boat launch area. Mr. Haen suggested that a better place might be at the end of Bay Shore where an old bar was located. There is already a parking lot and has part of a dockwall. Commissioner Erickson asked staff to look into both locations for a possible boat launch and report back in 90 days.

**16) Adjourn**

**A motion to adjourn the Harbor Commission meeting at 11:55 am was made by Hank Wallace and seconded by Bryan Hyska. Unanimously approved.**

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Tom Klimek, President  
Harbor Commission

Dean R. Haen, Director  
Port & Resource Recovery Department



**MINUTES**  
**BROWN COUNTY REVOLVING LOAN FUND COMMITTEE**  
**Thursday, September 29, 2016**  
**Northern Building**  
**305 E. Walnut Street, Conference Room 391**  
**Green Bay, WI 54301**  
**10:30 a.m.**

**ROLL CALL:**

Robert Patrickus	<u>X</u>	Ron Van Straten, Chair	<u>Exc</u>
Charles Riley	<u>X</u>	Chad Weininger	<u>X</u>

**OTHERS PRESENT:** Dr. Marie-Andree Gelinass, Chuck Lamine, Kathy Meyer

In the absence of Chair, R. Van Straten C. Lamine called the meeting to order at 10:30 a.m.

**ORDER OF BUSINESS:**

1. Approval of the minutes of the May 26, 2016, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by C. Weininger, seconded by R. Patrickus, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from Healthy Living Chiropractic Clinic, Inc. (Dr. Marie-Andree Gelinass).

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by C. Weininger, seconded by R. Patrickus, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of reviewing a loan request from Healthy Living Chiropractic Clinic, Inc. (Dr. Marie-Andree Gelinass). Motion carried unanimously.

A motion was made by R. Patrickus seconded by C. Weininger to return to open session. Motion carried unanimously.

A motion was made by C. Riley seconded by R. Patrickus to approve the loan request of Healthy Living Chiropractic Clinic, Inc. for a \$20,000 equipment purchase. Loan is approved for interest only payments for the first six months. Brown County Revolving Loan Fund will take a first lien on a \$20,000 piece of x-ray equipment. Loan is contingent upon obtaining a satisfactory credit score, conducting a credential/license search of Dr. Gelinass, and obtaining a \$20,000 life insurance policy on Dr. Gelinass. Motion passed unanimously.

3. Update regarding status of existing Brown County Economic Development Revolving Loans.

The Revolving Loan Fund Program loan status report was reviewed. C. Lamine stated that all existing loan payments are current.

4. Other matters.

C. Lamine stated that he has a couple of loans pending.

R. Patrickus provided an update on Fusion Integrated Solutions.

5. Adjourn.

A motion was made by C. Riley, seconded by C. Weininger, to adjourn. Motion carried unanimously. The meeting adjourned at 11:45 a.m.

**MINUTES**  
**BROWN COUNTY REVOLVING LOAN FUND COMMITTEE**  
**Friday, November 11, 2016**  
**Northern Building**  
**305 E. Walnut Street, Conference Room 391**  
**Green Bay, WI 54301**  
**9:00 a.m.**

**ROLL CALL:**

Robert Patrickus	<u>X</u>	Ron Van Straten, Chair	<u>X</u>
Charles Riley	<u>X</u>	Chad Weininger	<u>Exc</u>

**OTHERS PRESENT:** Craig Knapp, Drew Knapp, Dave Stauffacher, Chuck Lamine, and Kathy Meyer

**ORDER OF BUSINESS:**

1. Approval of the minutes of the September 29, 2016, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by R. Patrickus, seconded by C. Riley, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from Battle House GB, LLC (Craig & Diedre Knapp).

A motion was made by R. Patrickus, seconded by C. Riley, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of reviewing a loan request from Battle House GB, LLC (Craig & Diedre Knapp). Motion carried unanimously.

A motion was made by R. Patrickus, seconded by C. Riley to amend the original motion to address both agenda items #2 and #3 as a combined executive session. Motion carried unanimously.

3. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from Warrior Jungle, LLC (Drew & Craig Knapp).

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by R. Van Straten, seconded by C. Riley to return to open session. Motion carried unanimously.

A motion was made by R. Van Straten, seconded by R. Patrickus to approve ½ of the loan request of Battle House GB, LLC for \$35,000, and to approve ½ of the loan request of Warrior Jungle, LLC for \$10,000. Loan is contingent upon Battle House GB, LLC and Warrior Jungle, LLC obtaining the remaining ½ of the loan requests from the City of De Pere Revolving Loan Fund, or another lending institution, maintaining a satisfactory credit score of 620 or greater, and obtaining a life insurance policy on the business principals to the value of the loan amounts. Motion passed unanimously.

4. Update regarding status of existing Brown County Economic Development Revolving Loans.

C. Lamine stated that Raven Manufacturing, LLC paid their loan payment in full.

C. Lamine noted that all existing loan payments are current.

5. Other matters.

None.

6. Adjourn.

A motion was made by R. Patrickus, seconded by C. Riley, to adjourn. Motion carried unanimously. The meeting adjourned at 11:40 a.m.

**MINUTES**  
**BROWN COUNTY REVOLVING LOAN FUND COMMITTEE**  
**Friday, December 16, 2016**  
**Northern Building**  
**305 E. Walnut Street, Conference Room 391**  
**Green Bay, WI 54301**  
**10:00 a.m.**

**ROLL CALL:**

Robert Patrickus	<u>X</u>	Ron Van Straten, Chair	<u>X</u>
Charles Riley	<u>X</u>	Chad Weininger	<u>Exc</u>

**OTHERS PRESENT:** Drew Knapp, Dave Stauffacher, Chuck Lamine, and Kathy Meyer

**ORDER OF BUSINESS:**

1. Approval of the minutes of the November 11, 2016, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by C. Riley, seconded by R. Patrickus, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from Battle House GB, LLC (Craig & Diedre Knapp).

A motion was made by R. Patrickus, seconded by C. Riley, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of reviewing both agenda items #2 and #3 as a combined executive session. Motion carried unanimously.

3. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from Warrior Jungle, LLC (Drew & Craig Knapp).

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by C. Riley, seconded by R. Patrickus to return to open session. Motion carried unanimously.

A motion was made by C. Riley, seconded by R. Patrickus to approve the loan request of Battle House GB, LLC for \$35,000, and to approve the loan request in full for Warrior Jungle, LLC for \$20,000. Loan is contingent upon Battle House GB, LLC obtaining financing from the City of De Pere Revolving Loan Fund for \$55,000, Battle House GB, LLC and Warrior Jungle, LLC obtaining the original financing from Bank of Luxemburg, maintaining a satisfactory credit score of 620 or greater, and obtaining a life insurance policy on the business principals to the value of the loan amounts. Motion passed unanimously.

4. Update regarding status of existing Brown County Economic Development Revolving Loans.

C. Lamine stated that Raven Manufacturing, LLC overpaid their loan by \$1,000. A refund payment of \$1,000 was returned to Raven Manufacturing, LLC.

C. Lamine noted that all existing loan payments are current.

5. Other matters.

C. Lamine noted that C. Weininger may have a member to recruit to the Revolving Loan Fund Committee.

6. Adjourn.

A motion was made by R. Patrickus, seconded by C. Riley, to adjourn. Motion carried unanimously. The meeting adjourned at 10:20 a.m.



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**BROWN COUNTY  
BOARD OF SUPERVISORS  
COURT HOUSE  
GREEN BAY, WISCONSIN**

**BROWN COUNTY BOARD OF SUPERVISORS**

Meeting Date: 2/15/17  
Agenda No. : Planning & Development

Motion from the Floor

I make the following motion: Per the request of the town of  
Pittsfield, move county Rd D to old 29.

Signed: 

District No.:

26

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

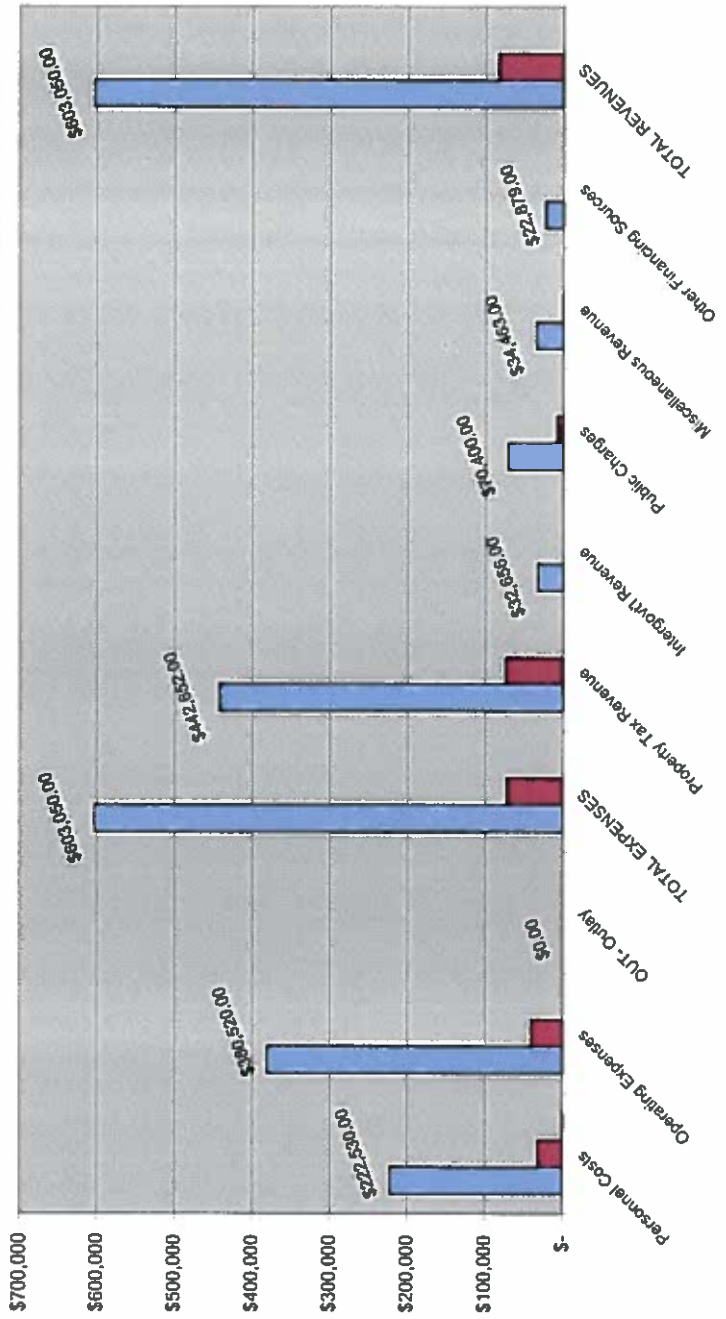
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Brown County UW-Extension

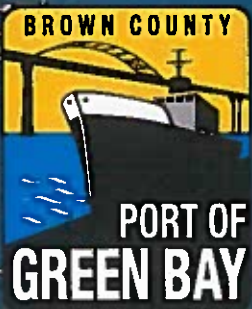
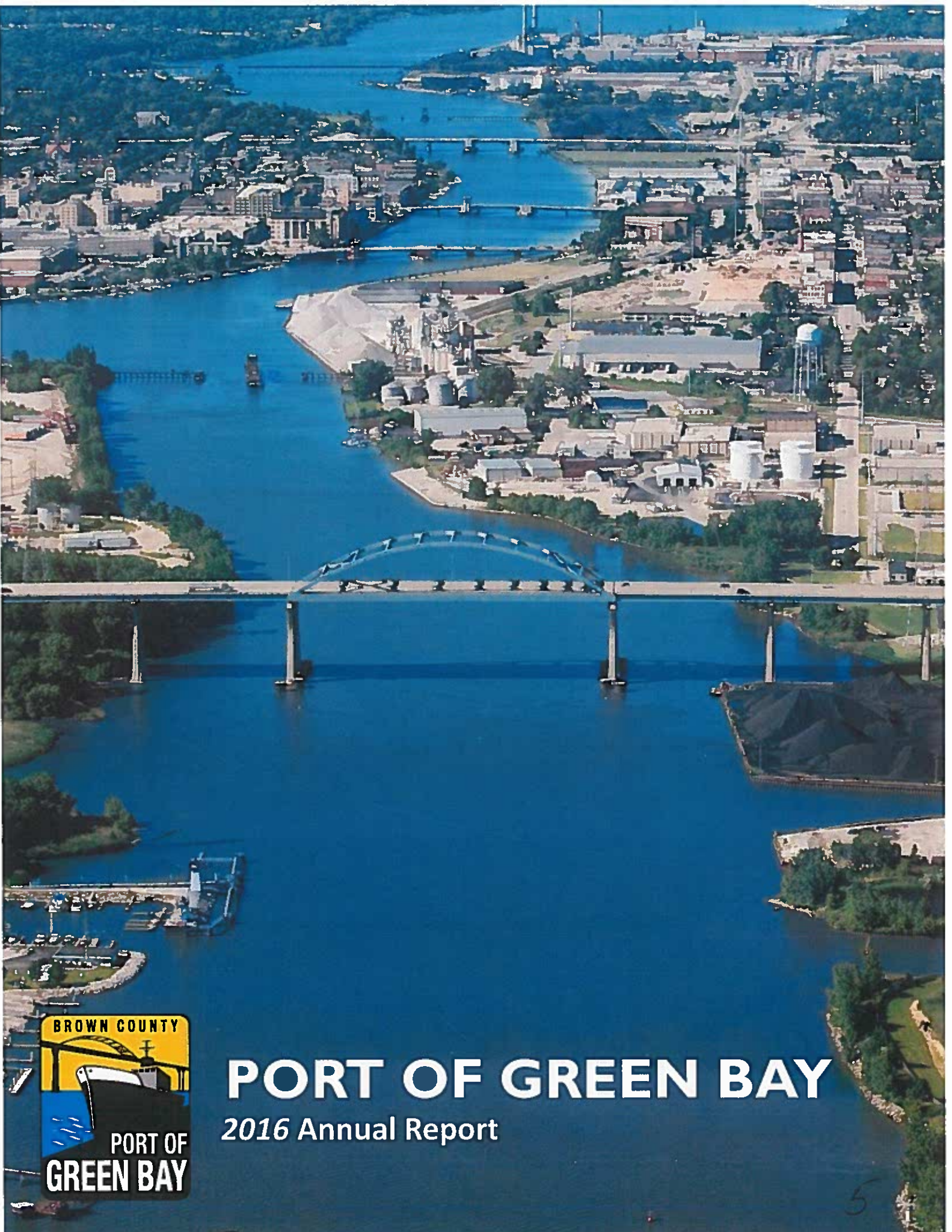
February 28, 2017

	2017 Amended Budget	2017 YTD Transactions	2016 Amended Budget	2016 YTD Transactions
Personnel Costs	\$222,530.00	\$31,772.45	\$260,372.00	\$218,391.55
Operating Expenses	\$380,520.00	\$40,318.01	\$383.99	\$385,481.72
OUT- Outlay	\$0.00	\$0.00	\$25,000.00	\$30,771.00
<b>TOTAL EXPENSES</b>	<b>\$603,050.00</b>	<b>\$72,090.46</b>	<b>\$675,460.00</b>	<b>\$634,644.27</b>
Property Tax Revenue	\$442,652.00	\$73,775.34	\$427,768.00	\$427,768.00
Intergov't Revenue	\$32,656.00	\$0.00	\$61,604.00	\$63,482.28
Public Charges	\$70,400.00	\$8,292.58	\$80,849.00	\$54,979.93
Miscellaneous Revenue	\$34,463.00	\$1,348.35	\$43,506.00	\$31,226.40
Other Financing Sources	\$22,879.00	\$0.00	\$61,733.00	\$56,774.29
<b>TOTAL REVENUES</b>	<b>\$603,050.00</b>	<b>\$83,416.27</b>	<b>\$675,460.00</b>	<b>\$634,230.27</b>

UW-Extension February 28, 2017







# PORT OF GREEN BAY

2016 Annual Report



## Message from the Director

The Harbor Commission and staff adopted a new strategic plan for the Port of Green Bay in 2015. The strategic plan identifies strengths, weaknesses, opportunities and threats and assembles them into strategic themes. From there the strategic plan identifies a few primary goals and a number of objectives to reach the agreed upon goals over the next five (5) years. This annual report identifies work items and deliverables reflected in the strategic plan.

The Port of Green Bay consists of fourteen (14) Port businesses spanning over three miles of the Fox River. These businesses moved **1,812,143 metric tons (mt) during 2016, representing a 9 percent decrease from 2015.** The tonnage is near the 2 million mark, which is considered a good season and indicates the economy in Northeastern Wisconsin remains strong. The 2016 season started off March 21<sup>st</sup>, 13 days earlier than the 2015 shipping season due to a mild winter. With a final shipment of cement on January 7, the 2016 shipping season for the [Port of Green Bay](#) came to an official end six days later on January 13.

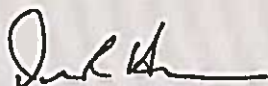
Major positive contributors to the 2016 season included increases in domestic imports of petroleum products (1,421 percent) and U.S. salt (40 percent). The incredible change in petroleum product imports is a result of the closure of a petroleum pipeline serving Northeast Wisconsin. The Port also saw the number of vessels increase by one percent to a total of 158, due to smaller capacity vessels carrying petroleum products. The increase in salt was the result of a shift from salt mines in Canada to the United States.

**The 2016 season saw a 1,421 percent increase in domestic imports of petroleum products.**

All other domestic and foreign import and export commodities experienced declines that resulted in a four percent decrease in domestic imports, a 50 percent decrease in domestic exports, a 13 percent drop in foreign imports and a 24 percent decrease in foreign exports.

The most significant change affecting those decreases as well as the increase in domestic imports of petroleum products can be attributed to the petroleum pipeline closure. Prior to the closure, US Venture exported diesel, gasoline and ethanol to other markets. With the closure of the pipeline, the exports flipped to imports to meet the demand for petroleum products. Though the need for petroleum products resulted in consideration of keeping the Port's navigation channel open all winter, a lack of available petroleum products caused the Port to close in January. If the pipeline continues to stay closed, the Port will likely play a significant role in the movement of petroleum products, and this role may include staying open all year for the first time in its history.

Looking to the 2017 shipping season, we expect an increase in limestone and petroleum products with a decrease in coal and cement due to continued low cost natural gas and completion of the Interstate 41 project. Based on the 2016 results, I am looking forward to 2017 as the shipping industry continues to be the most cost-effective method of transportation for commodities. The Port generates employment opportunities for the region and brings money into our communities. The Port is a vital component of our area economy and an economic engine not found in many communities. We want to capitalize on that to expand the movements of diverse cargo and extend the Port's reach to new markets in Northeast Wisconsin in 2017.



**Dean Haen**

Port & Resource Recovery Director



## Overview

The Port of Green Bay is the western-most port of Lake Michigan offering the shortest, most direct route for shipments between the Midwest and the rest of the world. The Port provides modern, state-of-the-art facilities, which have the ability to facilitate economical cargo handling and safe navigation. Nationally-known trucking lines provide overnight delivery within a 400-mile radius. Major railroads and highway infrastructure also connect the Port with America's heartland.

The Port of Green Bay is a fundamental part of our local economy, our history and our lives. It plays an important role in the transportation of goods and commodities that are critical to the economic health of the region. The Port of Green Bay receives and/or sends commodities as far south as Sheboygan, Wisconsin, west to Wausau, Wisconsin, and north into the Upper Peninsula of Michigan. Waterborne transportation provides an efficient and environmentally-friendly mode of transportation.

Commodities include coal, limestone, cement, salt, pig iron, fuel oil, forest products, petroleum products, liquid asphalt and many other essential commodities valued at over \$300 million. Eight terminal operators located on the Fox River are capable of handling dry bulk commodities such as coal, cement, limestone, salt, and others. Three terminal operators are capable of handling bulk liquids including tallow, petroleum products, chemicals and liquid asphalt. Three general cargo docks are capable of handling machinery, aluminum products, bagged agricultural commodities, wood pulp and forest products. Based on a 2010 economic impact study, **the Port of Green Bay supports over 832 jobs resulting in \$27 million in personal income, and has an annual economic impact on the Green Bay area of around \$83 million. The 14 port businesses pay over \$5 million in local and state taxes.**

The Port of Green Bay plays a vital role in providing Northeast Wisconsin with a natural competitive advantage for businesses to locate and prosper while paying good wages for families to live and thrive in our communities.

**The Port of Green Bay exists to enhance the prosperity of the people of Northeast Wisconsin by providing facilities and infrastructure able to effectively and efficiently move commodities and goods across the nation.**





## Mission & Vision

The 2015 Port of Green Bay Strategic Plan serves as a long range guiding document that identifies strategic issues to address, and establishes goals and objectives to strive towards. This annual report is adopted to ensure the strategic plan goals and objectives are being strived for. The following is the mission statement and vision for the Port of Green Bay:

**Mission Statement:** *"The Port of Green Bay exists to enhance the prosperity of the people of Northeast Wisconsin by providing facilities and infrastructure able to effectively and efficiently move commodities and goods across the nation".*

**Vision:** *"The Port of Green Bay is an integral part of a healthy Northeastern Wisconsin economy and provides a critical link to national and global markets for Wisconsin enterprises".*

## Harbor Commission

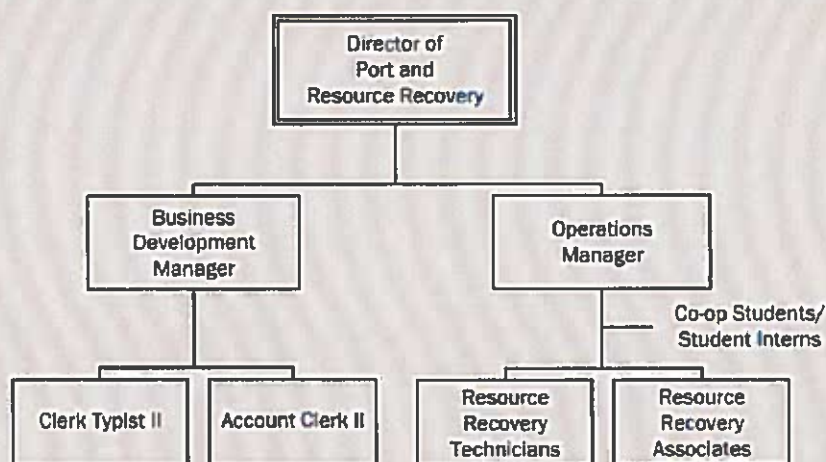
The Port of Green Bay is operated by the Brown County Port & Resource Recovery Department. The Port's mission is to promote harbor improvements and waterborne transportation resulting in economic development and employment using the safe, efficient and cost-effective waterways as transportation corridors while taking into consideration the recreational opportunities the waterfront provides.

The nine members of the Harbor Commission are appointed by the Brown County Executive and serve as an oversight committee of the Brown County Board. The Harbor Commission's role is to develop public policy for the Port. The Harbor Commission directs the commercial aspects of the harbor's day-to-day operations.

### Harbor Commission Members

Tom Klimek, President	Ngosong Fonkem
Bryan Hyska, Vice-Pres.	John Hanitz (Jan.)
Ron Antonneau	Mike Vizer
Bernie Erickson	Hank Wallace
Tim Feldhausen	Peter Zaehring (May-Dec.)

### Port & Resource Recovery Table of Organization



# The Port's Economic Impact

The Port of Green Bay is a critical link in Wisconsin's transportation system and serves as a multi-modal distribution center connecting waterborne vessels with an extensive network of highways and railroads. The Port of Green Bay provides Northeast Wisconsin manufacturers a cost-effective way to receive raw materials from suppliers and to ship high-valued finished goods to customers.

***According to a 2010 economic impact study, the Port was responsible for:***

**\$83 million economic impact**

**\$802,000 in state taxes**

**823 local jobs**

**\$890,000 in local taxes**

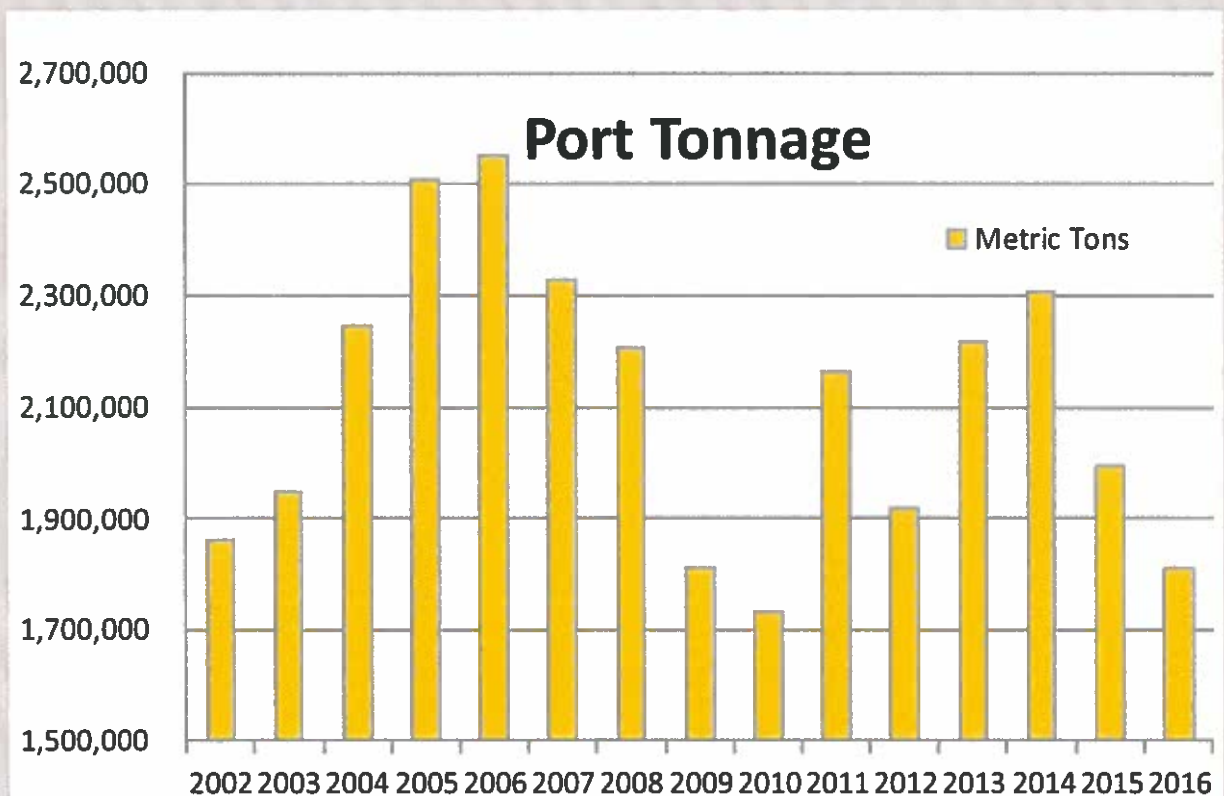
**\$26 million in income**

**\$40 million in gross state product**

The shipping industry continues to be the most cost-effective method of transportation for commodities, generating employment opportunities for the region and bringing money into our communities. The Port of Green Bay is a vital component of our area economy and serves as a leading indicator of economic activity. Our strategic plan outlines new ideas and ways we can expand our reach beyond our existing markets to increase business in Northeast Wisconsin.

A new Economic Impact Study will be prepared in 2017 using 2016 data.

## 2016 Tonnage





## The Port and The Environment

Waterborne transportation is the most cost-effective mode of transportation when compared to truck or rail. Per ton-mile, ships quietly move cargo farther and more efficiently than trucks or trains. Most importantly, ships move cargo safer than trucks and trains.

Consider that a ship destined for the Port of Green Bay carrying 18,000 tons of coal from Sandusky, Ohio on Lake Erie will burn over 7,000 gallons of fuel. However, if that same amount of coal was delivered to Green Bay by rail, it would take almost 200 rail cars burning 36,000 gallons of fuel. If that same amount of coal was delivered to Green Bay by truck, an additional 700 trucks burning over 110,000 gallons of fuel would be on our already congested highways. Not only does waterborne shipping save fuel, but it also results in less pollution from fuel emissions. Using the coal example, moving the same amount of cargo by rail would result in 11 tons of emissions or 16 tons of emissions by truck. Transporting this cargo by ship would result in only one (1) ton of emissions. With more than 150 ships entering the Port of Green Bay annually, it is quite easy to see that moving cargo by ship continues to be the “green” choice.

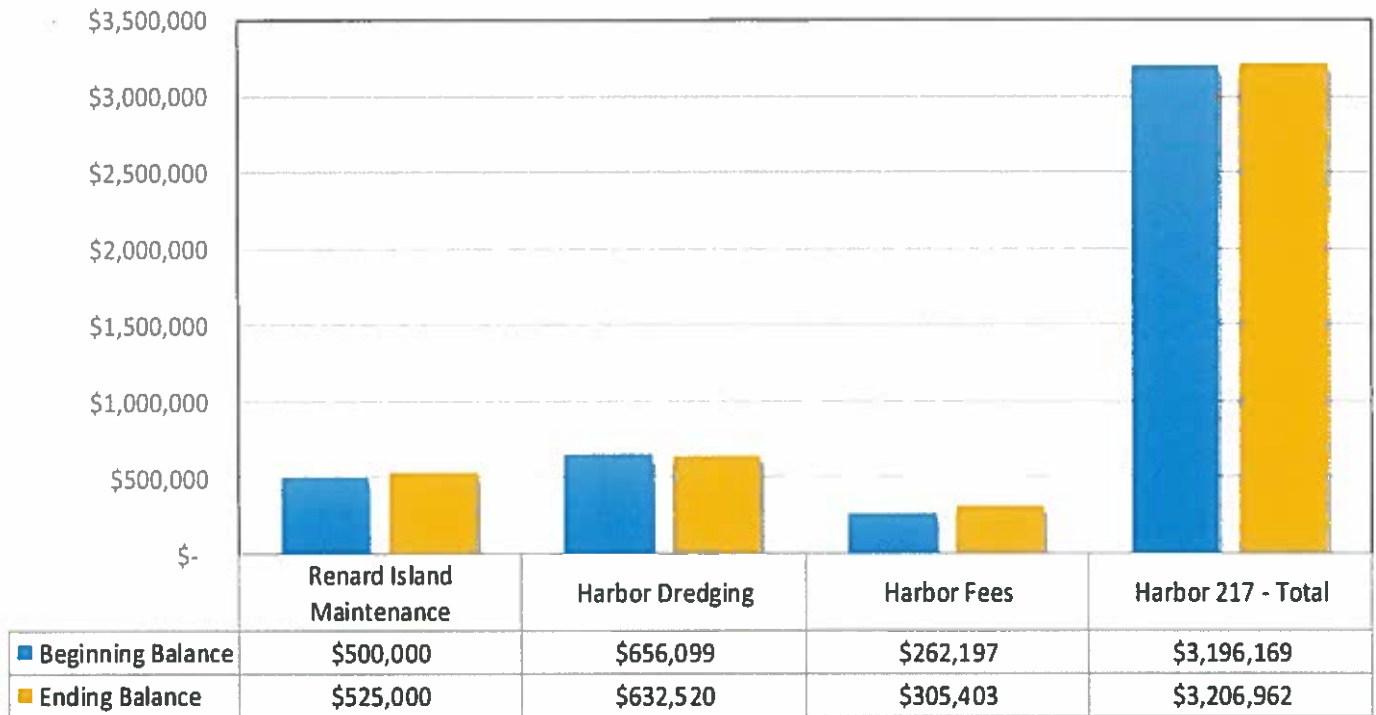
Waterborne transportation generates the least amount of air, ground and water pollution. Waterborne transportation offers lower fuel consumption, fewer accidents, less noise and reduces congestion on our highways. For these reasons, the Port of Green Bay has a bright future not only economically, but also environmentally, benefiting everyone.



Transportation Type	Amount of Coal	Fuel Used	Fuel Emissions
Ship	18,000 tons	7,000 gallons	1 ton
Rail	18,000 tons	36,000 gallons	11 tons
Truck	18,000 tons	110,000 gallons	16 tons

# Financials

2016 Port Fund Balances



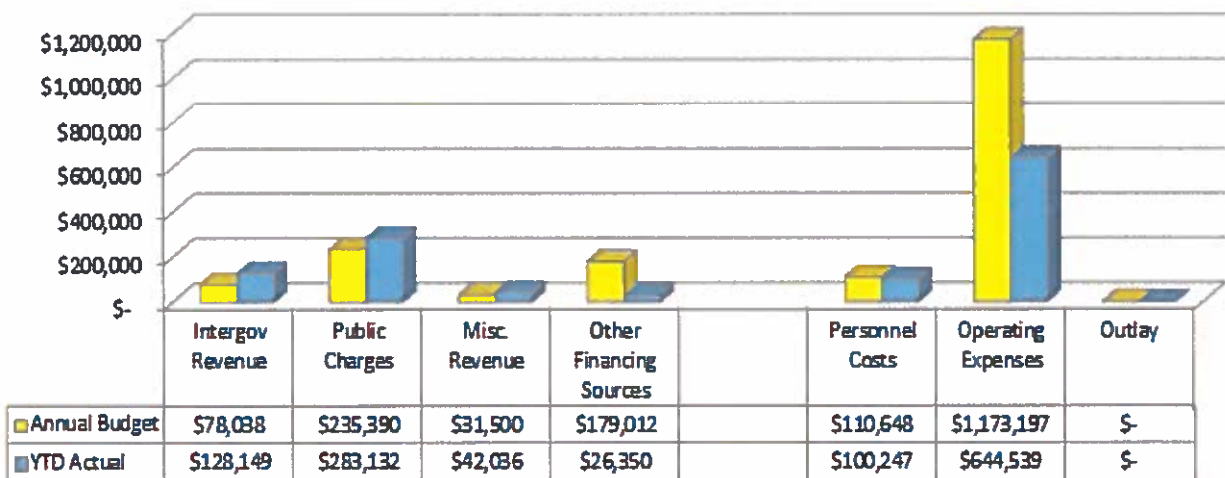
These are unaudited fund balances. 2016 Financials will not be finalized until March.



**Brown County Port & Resource Recovery Department**  
**Port Area Budget Status Report**  
**December 31, 2016**

		Annual Budget	YTD Actual	YTD %	YTD Total	Comments
R e v e n u e	Intergov Revenue	\$ 78,038	\$ 128,149	164%		Intergov Revenue difference reflects 2015 tipping fee deposits from USACE made in January 2016. Misc. Revenue is interest earned and includes the market valuation on a specific day. Variation is the change in market value not actual cash value. Other Financing Sources will be the end of the year transfer in from Harbor 217 (Corps Public Charges) to Port General that will occur as an actual amount upon closure of the fiscal year by Finance. Operating Expenses were significantly less due to the weather related cancellation of Bay Port excavation work last winter.
	Public Charges	\$ 235,390	\$ 283,132	120%		
	Misc. Revenue	\$ 31,500	\$ 42,036	133%		
	Other Financing Source	\$ 179,012	\$ 26,350	15%		
	<b>Total</b>				<b>\$479,666.65</b>	
E x p e n s e s	Personnel Costs	\$ 110,648	\$ 100,247	91%		
	Operating Expenses	\$ 1,173,197	\$ 644,539	55%		
	Outlay	\$ -	\$ -	-		
	<b>Total</b>				<b>\$744,786.23</b>	

**Port - December 31, 2016**





# 2016 Goals

## Completed

### ✓ **Develop Property Acquisition Strategy:**

Subcommittee of the Harbor Commission drafted the *2016 Property Acquisition Strategy* that was adopted by the Harbor Commission and County Board. The Strategy created a matrix to evaluate property for acquisition.

### ✓ **Research Wisconsin Manufacturers and Determine Potential Import/Export Commodities from Northeast Wisconsin:**

Staff report outlining various markets summarizing the commodities currently moved in and out of NE Wisconsin. Report also included list of companies moving cargo and an assessment of potential port customers based on available facilities at the Port. Majority of exporter are looking to move containerized cargo. Europe is a large market for Wisconsin exports, while South America is growing in importance.

### ✓ **Coordinate with the Fox River PCB clean-up project:**

Coordinate and cooperate with Fox River Clean-up Project ensuring uninterrupted operations of the Port of Green Bay while advocating for dredging rather than capping.

- Educate property owners of their property rights
- Cooperate with the Project
- Coordinate port operations
- Invite Project presentation at Port Symposium
- Partner with Chamber of Commerce
- Hold meetings with property owners

Dredging and capping will be complete in 2018. Majority of caps in navigation channel have been eliminated from consideration. Each Harbor Commission meeting has a public comment agenda item for public input regarding the clean-up project.

## In Progress

- **Research Potential to Barge Containers to and from Cleveland's Northern European Liner, Muskegon's Proposed Container Service:**  
Continued communication with Supply Chain Solutions and Eco-Ships about adding Green Bay into the Milwaukee-Muskegon service. Quarterly communications with Spliethoff (Cleveland liner service), but their interest continues to focus on exports over imports for our area. Working with RGL Holdings on a Harbor Assistance Grant to upgrade their port facility.
- **Market Bylsby Property for Port-related Purposes:**  
Limited success, effort will continue.
- **Closeout Cat Island Restoration Project:**  
Brown County received August 26, 2016 letter from Corps of Engineers accepting our check as partial payment, with the overpayment of \$407,000 of In-Kind Contributions beginning to incur interest and payable in annual installments over 30 years. Brown County is evaluating drafting a letter paying the \$407,000 under protest and proposing three remedies including a legal challenge, not accepting ownership of the Renard Island causeway, and/or \$757,000 in credit towards a future project based on the 65/35 cost share requirements, plus interest
- **Advance Renard Island Ownership Transfer and End-Use Plans:**  
County Board approved ownership transfer from the Corps to Brown County. Brown County received a permanent maintenance easement from McDonalds Lumber Company. Brown County received a legislative lakebed grant from Wisconsin legislature signed by Governor Walker. Both were requirements in order for the Corps to transfer ownership. The transfer was expected to be executed in 2016, but will occur in 2017.
- **Pursue Beneficial Reuse of Cat Island Sand:**  
Limited success to date. Looked into use of sand in County production of asphalt and for construction purposes. Possible future opportunities could be for re-establishment of a swimming beach at Bay Beach or as filter media in Green Bay Metropolitan Sewerage District ponds.
- **Pursue Beneficial Reuse of Bay Port Topsoil:**  
Limited success to date.

## Deferred

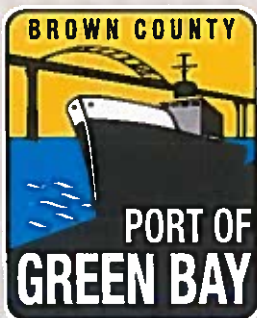
- **Conduct a new Economic Impact Study for the Port of Green Bay:**  
Economic Impact study was to be completed as part of a Great Lakes-wide economic impact study that has been postponed due to coordinating funding and commitments from U.S. and Canadian Great Lakes Ports and St. Lawrence Seaway Agencies. Exploring completion of economic impact study by UW-Madison.



## 2017 Goals

The following list represents some of the Port's major goals for 2017.

- ◆ Conduct a new Economic Impact Study for the Port of Green Bay.
- ◆ Research Potential to Barge Containers to and from Cleveland's Northern European Liner and Muskegon's Proposed Container Service.
- ◆ Closeout Cat Island Restoration Project.
- ◆ Advance Renard Island Ownership Transfer and End-Use Plans.
- ◆ Pursue Beneficial Reuse of Cat Island Sand and Bay Port Topsoil.
- ◆ Work with RGL Holdings as an Active Terminal Operator.
- ◆ Lease or Utilize 36 acres of Bay Port Property.

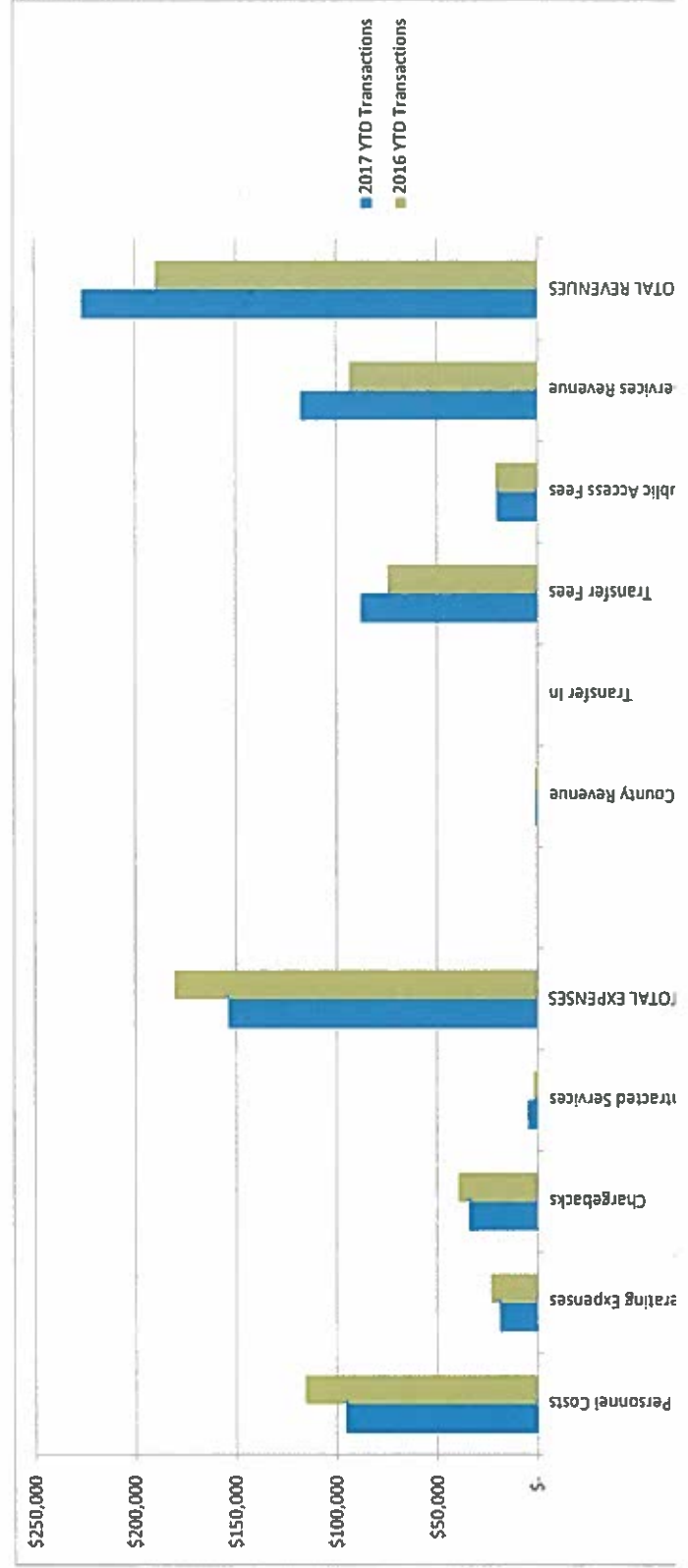


Port of Green Bay Office  
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Phone: 920-492-4950  
[www.portofgreenbay.com](http://www.portofgreenbay.com)



**Brown County Register of Deeds**  
**"Unaudited" Budget Status Report**  
**YTD February 2017 vs YTD February 2016**

	2017 Budget	2017 YTD Transactions	2016 Budget	2016 YTD Transactions	YTD Transaction Change 2017 vs 2016 Increase (Decrease)
Personnel Costs	\$ 673,955	\$ 95,535	\$ 672,308	\$ 115,781	\$ (20,246)
Operating Expenses	\$ 33,057	\$ 19,104	\$ 38,077	\$ 23,403	\$ (4,298)
Chargebacks	\$ 164,379	\$ 34,167	\$ 74,536	\$ 39,422	\$ (5,255)
Contracted Services	\$ 48,022	\$ 4,938	\$ 34,000	\$ 2,058	\$ 2,881
<b>TOTAL EXPENSES</b>	<b>\$ 919,413</b>	<b>\$ 153,744</b>	<b>\$ 818,921</b>	<b>\$ 180,663</b>	<b>\$ (26,919)</b>
Intra-County Revenue	\$ 4,600	\$ 1,000	\$ 4,600	\$ 1,319	\$ (319)
Transfer In	\$ -	\$ -	\$ 470	\$ -	\$ -
Transfer Fees	\$ 675,000	\$ 87,617	\$ 620,000	\$ 74,401	\$ 13,216
Public Access Fees	\$ 125,000	\$ 20,235	\$ 120,000	\$ 20,663	\$ (428)
Sales & Services Revenue	\$ 892,000	\$ 117,574	\$ 905,700	\$ 93,386	\$ 24,188
<b>TOTAL REVENUES</b>	<b>\$ 1,696,600</b>	<b>\$ 226,425</b>	<b>\$ 1,650,770</b>	<b>\$ 189,769</b>	<b>\$ 36,656</b>
Property Taxes	\$ (777,187)	\$ (129,531)	\$ (749,921)	\$ (124,987)	



## 2017 BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1            | Reallocation from one account to another in the same level of appropriation  | Dept Head   |
| <input type="checkbox"/> 2            | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                     |
| <input type="checkbox"/> 3            | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  | County Exec   |
| <input type="checkbox"/> 4            | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)  | County Exec   |
| <input type="checkbox"/> 5 a)         | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)   | Admin Committee                                       |
| <input type="checkbox"/> 5 b)         | Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation.  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 6            | Reallocation between two or more departments, regardless of amount   | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 7            | Any increase in expenses with an offsetting increase in revenue  | Oversight Comm<br>2/3 County Board                    |
| <input checked="" type="checkbox"/> 8 | Any allocation from a department's fund balance  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 9            | Any allocation from the County's General Fund  | Oversight Comm<br>Admin Committee<br>2/3 County Board |

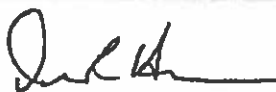
Justification for Budget Change:

The west end of the Cat Island Restoration project is near the navigational channel. The Harbor Commission and terminal operators have identified this location for a landmark. The proposed landmark would serve as a "welcome" and "farewell" sign to the commercial and recreational boaters of the Port of Green Bay. Development of a firm cost estimate will not exceed \$5,000 with the source of funding being the Harbor Fee. The Harbor Fee is by resolution of the County Board. The Harbor Fee generates approximately \$80,000/yr from users of the Port (terminal operators). The use of the Harbor Fee is at the discretion of the terminal operators.

Amount: \$5,000

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	651.078.001.5708	Professional Services	5,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	651.3000	Unrestricted Fund Balance	5,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

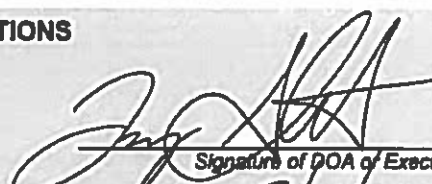
## AUTHORIZATIONS



Signature of Department Head

Department: Port &amp; Resource Recovery

Date: 2/27/2017



Signature of DOA or Executive

Date: 3/16/17



**Port and Resource Recovery Department  
Director's Report  
March 27, 2017**

**Cat Island** – The Corps of Engineers has denied Brown County third solution to resolve the over payment of \$407K of In-Kind Contributions. The best solution is a legislative solution. Meeting were held with federal legislators. Senator Baldwin's office is the most engaged. A legal challenge has been determined to be too costly.

**Hurlbut Property** – Corporation Counsel has given the City of Green Bay 90 days to negotiate a land lease agreement or plan to vacate the property. The 90 days expires March 31. The Port plans for the property include construction of two dewatering cells are planned for 2020, but the City has already had 10-years of free use.

**South Landfill Property** – The Solid Waste Board and staff are working on a property transaction with a local farmer. The transaction would improve the County's ability to provide solid waste management services on the landfill property, reduce compensation to adjacent property owners, and lessen the total acres owned by Brown County.

**2017 Port Symposium** – Scheduled for April 7, 2017 from 9:00 am till 1:00 pm.

**Open Position From  
Port and Resource Recovery Department**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Intern	December 2016	Graduated	Fill	Currently Recruiting

PUBLIC WORKS DEPARTMENT

*Brown County*

2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

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EMAIL: bc\_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.  
DIRECTOR

TO: PD&T Committee  
FROM: Paul Fontecchio, P.E.  
DATE: March 27, 2017  
RE: Summary of Operations

The Public Works Department is performing at a normal budget rate through the month of February. The end of February represents 16.67% of the year. Here is a summary of our operations:

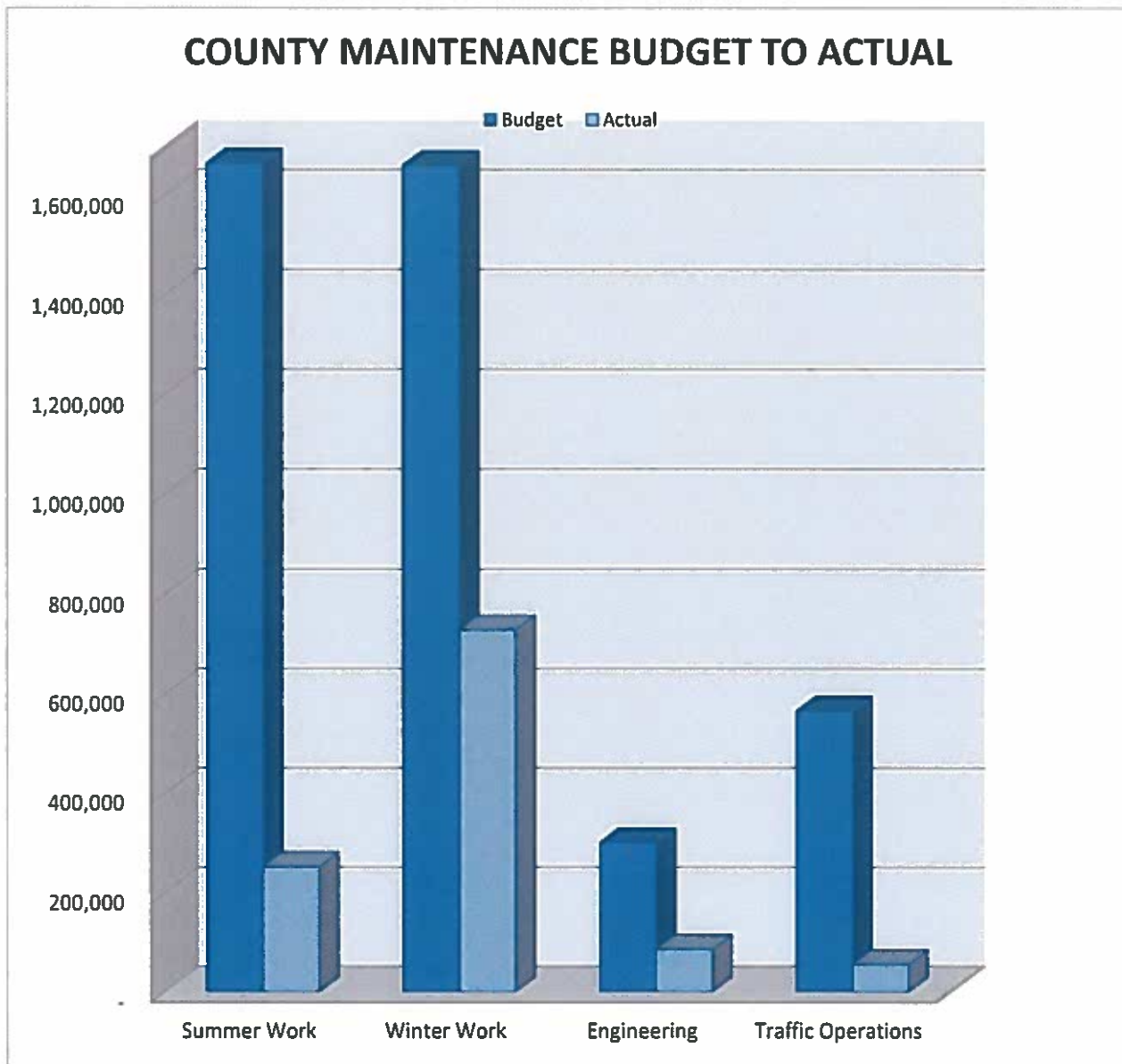
(240) County Maintenance	26.76%
(660) State Maintenance	18.82%
(660) Other Work (Interdepartmental, Municipal, etc.)	29.26%
(400) Capital Projects	N/A*
Facilities	19.00%

Please see the attached charts for more details.

\*Note: We will report on the capital projects in spring when they start work.

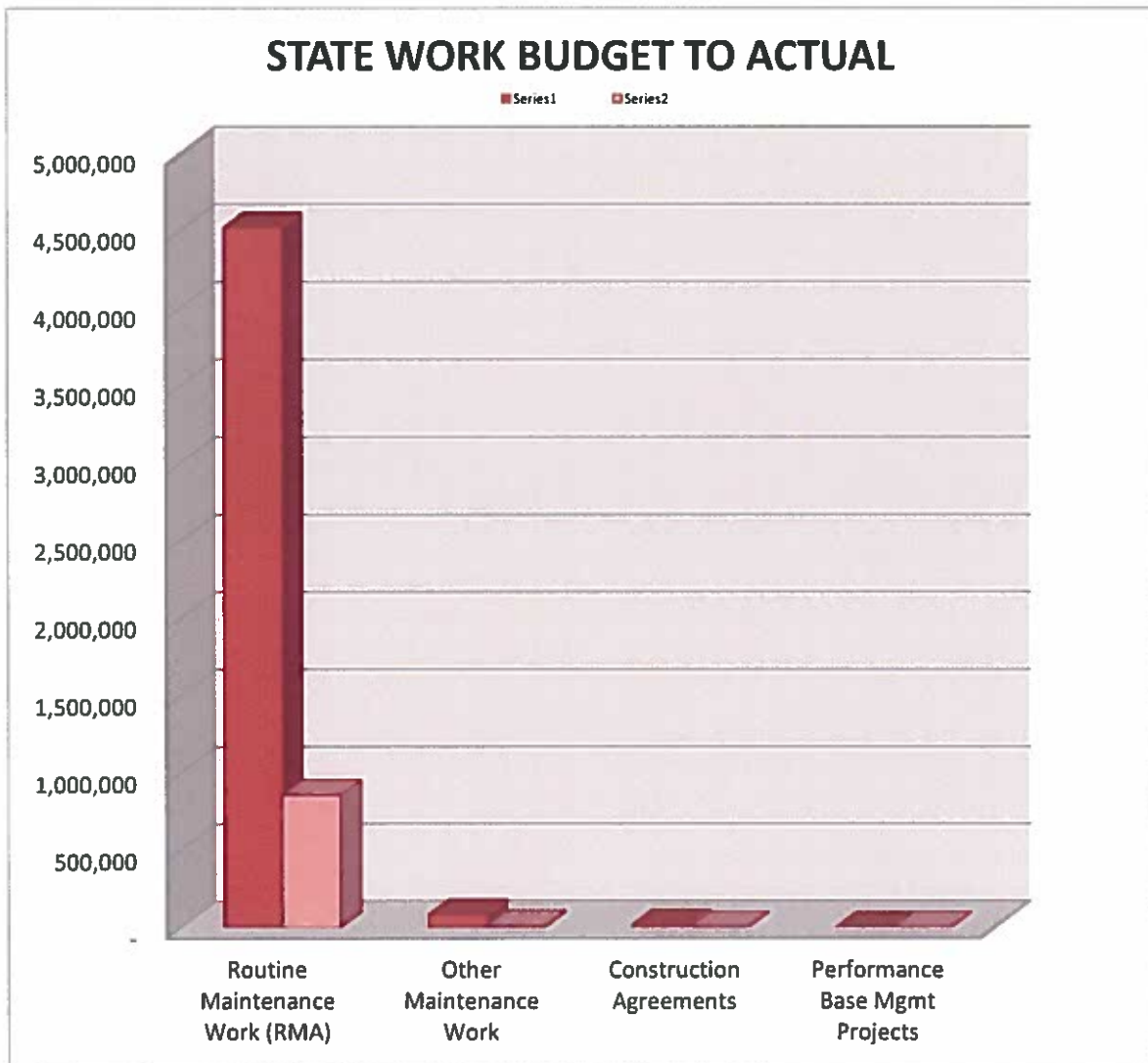
**BROWN COUNTY PUBLIC WORKS  
COUNTY MAINTENANCE BUDGET TO ACTUAL-FUND 240  
AS OF 2/28/17**

	Budget	Actual	Remaining	Percentage Used
Summer Work	1,663,949	252,283	1,411,666	15.16%
Winter Work	1,659,750	728,734	931,016	43.91%
Engineering	300,000	85,165	214,835	28.39%
Traffic Operations	566,000	55,038	510,962	9.72%
Total	4,189,699	1,121,220	3,068,479	26.76%



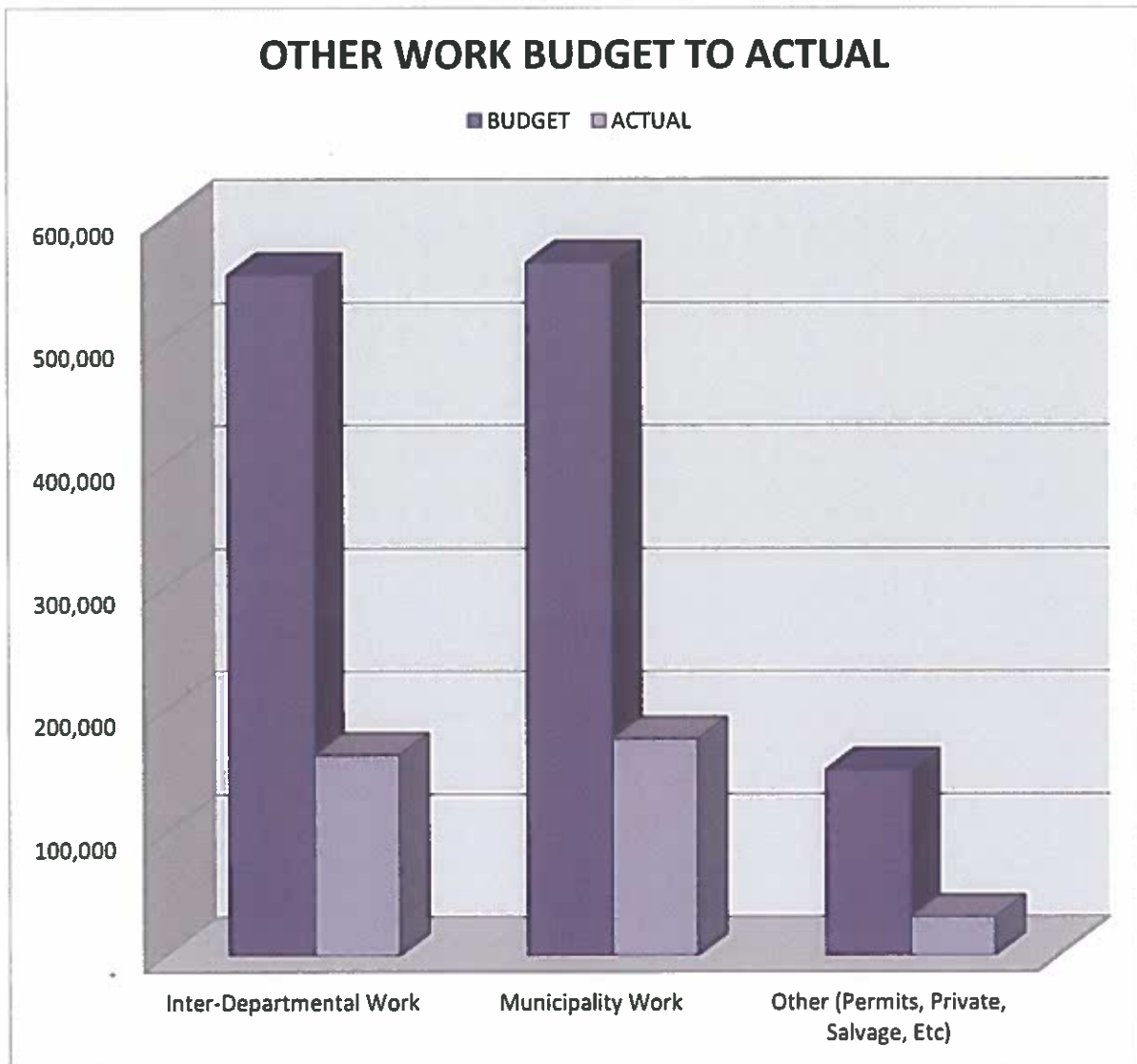
# BROWN COUNTY PUBLIC WORKS-HIGHWAY STATE WORK BUDGET TO ACTUAL AS OF 2/28/2017

	Budget	Actual	Remaining	Percentage Used
Routine Maintenance Work (RMA)	4,520,900	855,690	3,665,210	18.93%
Other Maintenance Work	83,224	11,141	72,084	13.39%
Construction Agreements	18,399	2,909	15,490	15.81%
Performance Base Mgmt Projects	-	-	-	0.00%
Total	4,622,523	869,739	3,752,784	18.82%



**BROWN COUNTY PUBLIC WORKS-HIGHWAY  
OTHER WORK BUDGET TO ACTUAL  
AS OF 2/28/17**

	Budget	Actual	Remaining	Percentage Used
Inter-Departmental Work	553,871	163,402	390,469	29.50%
Municipality Work	563,600	176,369	387,231	31.29%
Other (Permits, Private, Salvage, Etc)	150,685	31,349	119,336	20.80%
<b>Total</b>	<b>1,268,156</b>	<b>371,120</b>	<b>897,036</b>	<b>29.26%</b>

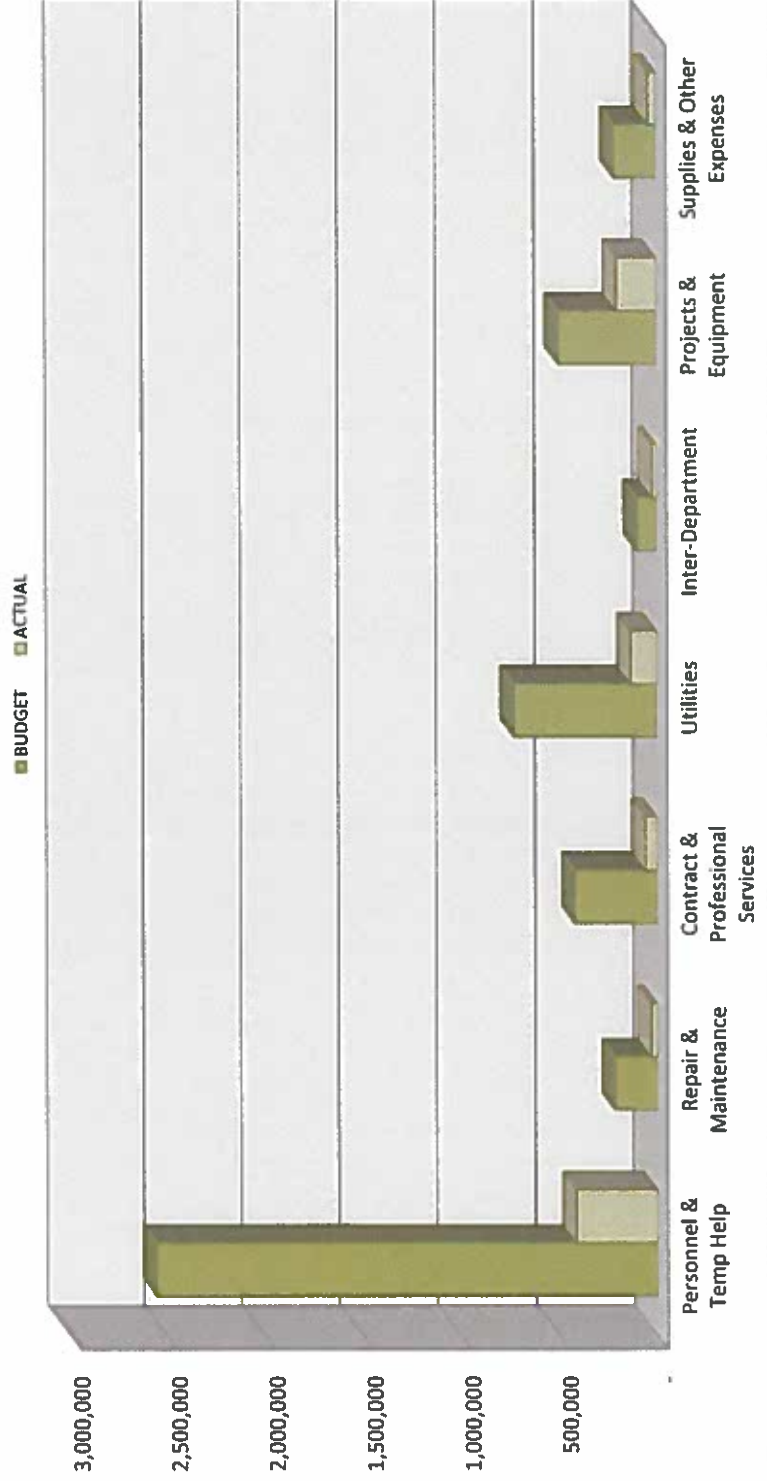




# BROWN COUNTY PUBLIC WORKS FACILITY MANAGEMENT BUDGET TO ACTUAL AS OF 2/28/17

	Budget	Actual	Remaining	% Used
Personnel & Temp Help	2,556,645	412,350	2,144,295	16.13%
Repair & Maintenance	216,397	29,819	186,578	13.78%
Contract & Professional Services	418,200	58,969	359,231	14.10%
Utilities	724,345	134,196	590,149	18.53%
Inter-Department	100,451	20,910	79,541	20.82%
Projects & Equipment	498,832	203,047	295,785	40.70%
Supplies & Other Expenses	215,198	39,241	175,957	18.23%
Total	4,730,068	898,531	3,831,537	19.00%

## FACILITY MANAGEMENT BUDGET TO ACTUAL



**BROWN COUNTY PUBLIC WORKS  
BRIDGE AID STATEMENT**

Balance 1/1/2017	County Levy	Total Available	2017 County Expenses	2017 District Expenses	Balance 2/28/2017
---------------------	----------------	--------------------	-------------------------	---------------------------	----------------------

**TOWNS**

**Eaton**

Eaton - Brown County Funds	62,261.69	30,000.00	92,261.69		92,261.69
Eaton - District @ BC	32,261.71		32,261.71		32,261.71
<b>Total Available Eaton</b>			<b>124,523.40</b>		<b>124,523.40</b>

**Glenmore**

Glenmore - Brown County Funds	5,839.72	20,000.00	25,839.72	900.00	24,939.72
<b>Total Available Glenmore</b>			<b>25,839.72</b>		<b>24,939.72</b>

**Green Bay**

Green Bay - Brown County Funds	77,505.82		77,505.82		77,505.82
Green Bay - District @ BC	77,505.82		77,505.82		77,505.82
<b>Total Available T. Green Bay</b>			<b>155,011.64</b>		<b>155,011.64</b>

**Holland**

Holland - Brown County Funds	-		-		-
Holland - District @ BC	65,178.66		65,178.66		65,178.66
<b>Total Available Holland</b>			<b>65,178.66</b>		<b>65,178.66</b>

**Humboldt**

Humboldt - Brown County Funds	15,789.10		15,789.10		15,789.10
Humboldt - District @ BC	15,789.10		15,789.10		15,789.10
<b>Total Available Humboldt</b>			<b>31,578.20</b>		<b>31,578.20</b>

**Lawrence**

Lawrence - Brown County Funds	59,206.58		59,206.58		59,206.58
<b>Total Available Lawrence</b>			<b>59,206.58</b>		<b>59,206.58</b>

**Ledgeview**

Ledgeview - Brown County Funds	-		-		-
<b>Total Available Ledgeview</b>			<b>-</b>		<b>-</b>

**Morrison**

Morrison - Brown County Funds	10,878.60		10,878.60		10,878.60
<b>Total Available Morrison</b>			<b>10,878.60</b>		<b>10,878.60</b>

**New Denmark**

New Denmark - Brown county Funds	56,800.67		56,800.67		56,800.67
<b>Total Available New Denmark</b>			<b>56,800.67</b>		<b>56,800.67</b>

**Pittsfield**

Pittsfield - Brown County Funds	(13,654.72)		(13,654.72)		(13,654.72)
<b>Total Available Pittsfield</b>			<b>(13,654.72)</b>		<b>(13,654.72)</b>

**Rockland**

Rockland - Brown County Funds	15,000.00		15,000.00		15,000.00
<b>Total Available Rockland</b>			<b>15,000.00</b>		<b>15,000.00</b>

**Scott**

Scott - Brown County Funds	(6,451.52)	75,000.00	68,548.48		68,548.48
<b>Total Available Scott</b>			<b>68,548.48</b>		<b>68,548.48</b>

**Wrightstown**

Wrightstown - Brown County Funds	161,828.00		161,828.00		161,828.00
<b>Total Available Wrightstown</b>			<b>161,828.00</b>		<b>161,828.00</b>

**VILLAGES**

**Ashwaubenon**

Ashwaubenon - Brown County Funds	-		-		-
<b>Total Available Ashwaubenon</b>			<b>-</b>		<b>-</b>

**Bellevue**

Bellevue - Brown County Funds	14,808.46		14,808.46		14,808.46
<b>Total Available Bellevue</b>			<b>14,808.46</b>		<b>14,808.46</b>

**Howard**

Howard - Brown County Funds	(71,179.32)		(71,179.32)		(71,179.32)
<b>Total Available Howard</b>			<b>(71,179.32)</b>		<b>(71,179.32)</b>

**Hobart**

Hobart - Brown County Funds	6,387.64	16,000.00	22,387.64		22,387.64
Hobart - District @ BC	(82.52)		(82.52)		(82.52)
<b>Total Available Hobart</b>			<b>22,305.12</b>		<b>22,305.12</b>

**Suamico**

Suamico - Brown County Funds	188,182.30		188,182.30		188,182.30
<b>Total Available Suamico</b>			<b>188,182.30</b>		<b>188,182.30</b>

**GRAND TOTALS**

773,855.79	141,000.00	914,855.79	900.00	-	913,955.79
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**TOTAL BRIDGE AID EXPENSE BROWN COUNTY** 900.00

PUBLIC WORKS DEPARTMENT

*Brown County*

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EMAIL: bc\_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.

DIRECTOR

TO: PD&T Committee

FROM: Paul Fontecchio, P.E.

DATE: March 27, 2017

RE: Director's Report

**SNOW PLOW ROUTES, SCHEDULES, AND EQUIPMENT UPDATE:**

As we entered the 2016-2017 plowing season we set the following four goals:

1. **Accommodate the I-41 Project:** In October of 2016 the I-41 project was fully open to traffic. We needed to be prepared to plow the new system.
2. **Safety:** Address the inherent safety concerns of requiring employees to plow snow for up to 32 hours (or more) with only 4 hours off. Our goal should be:

Desirable:	12 hours work/12 hours off
Maximum:	14 hours work/8 hours off
Extraordinary:	16 hours work or 6 hours off

3. **Level of Service:** Improve/ensure the expected level of service on the DOT highways, especially those lane miles designated as 24-hour coverage.
4. **Efficiency:** Be as efficient as we can in our operations, utilizing optimized plow routes and scheduling.

**2016-2017 Plowing Season Results:**

1. **Accommodate the I-41 Project:** Utilizing the new plow routes, schedule, and tow-plow, Brown County Public Works (BCPW) not only accommodated the additional lanes miles on I-41, but we were actually able to improve the level of service by having more plows on the roads on a 24-hour basis during the larger storms.
2. **Safety:** At the beginning of the plowing season BCPW implemented the new split shift scheduling to ensure proper rest time between shifts and it has worked extremely well. The table below shows the new shift schedule and times off.

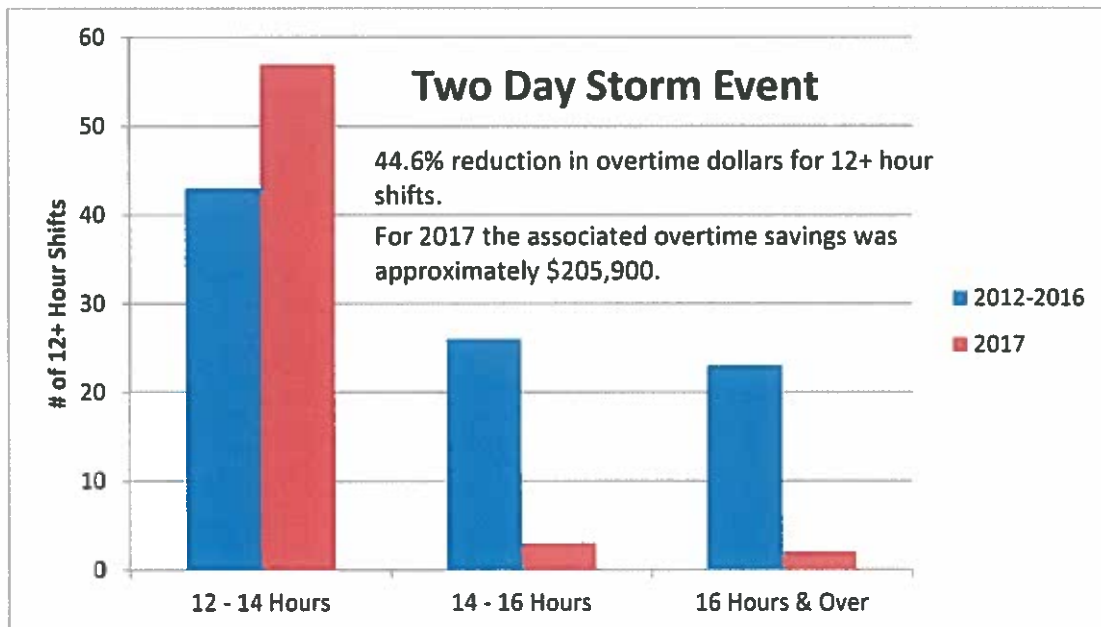
Work Shift	Hours Off
Crew A typically works 3 AM to 5 PM (max to 7 PM).	Typically 10 hours off between shifts. At a minimum, 8 hours off.
Crew B typically works 7 AM to 7 PM.	12 hours off between shifts.
Crew C typically works 7 PM to 7 AM.	12 hours off between shifts.

**Example:** On Monday January 9, 2017 the plow crews were sent out at 1:00 am to contend with snow. We ran 24-hour operations from 1:00 am on Monday to 10:00 am on Thursday January 12, 2017. This was the storm where we received 6" of snow, followed by a day and a half of freezing rain, and followed by 2" more snow at the end. This was a 4-day storm event. Through this event, most staff had 12 hours off between shifts, and all but one person had 9 to 12 hours between shifts (one person had 8 hours between two shifts). This is a noteworthy safety improvement from the days of working 32 out of 36 hours with only 4 hour off between two 16-hour shifts.

3. **Level of Service:** By utilizing the split schedule, we were able to keep an appropriate number of plow trucks in service 24-hours a day during a winter storm per the DOT's expectations. With the new schedule we had 17 trucks on the roads during the overnight hours versus 4 trucks of the past. This has also led to a faster clean up time once the storm was over because we didn't lose as much ground overnight with cleanup. The department received a number of compliments this year on the job we were doing plowing, especially on I-41.
4. **Efficiency:** BCPW is more efficient in our operations, utilizing optimized plow routes and split shift scheduling.

Last fall, we estimated a reduction in overtime hours required – approximately 30% to 35% during winter snow events (savings of \$80,000 to \$85,000 of overtime for the County and State - roughly half each).

Now that we have used the new split shifts, we were able to compare two-day storm events from the past to the new schedules and see the reduction in 12+ hour shifts (and overtime use). The chart below shows the changes in the number of overtime shifts per two-day storm event and the cost savings associated with the overtime reduction.



### **2017-2018 Plowing Season Changes:**

Using the optimized routes as a baseline, we have made several minor changes to the plow routes. Many of the changes involve adding or subtracting a couple miles of one route to another based on feedback from the plow drivers. One area we found needed another plow section was in the Bellevue/Allouez/Ledgeview area. We are adding a new route to this area to assist with coverage. Another area of concern was the route along STH 57 from CTH I to the County Line. It currently is an 'A' shift route (16 hours coverage) and we will be changing it to a 24-hour coverage using 'B' and 'C' shifts. Ultimately we will be adding a tow-plow to this route as part of the 2018 budget process.

BCPW also has received a second tow-plow from the DOT that will be ready for service for the 2017-2018 plowing season. This tow-plow will be utilized on the southern I-41 plow route, allowing one plow truck and driver to be utilized on the new route in the Bellevue/Allouez/Ledgeview area.

### **2018 Budget & 2018-2019 Plowing Season Changes:**

As part of the 2018 budget we will be proposing the following:

- Purchase 3 additional tow-plows (for a total of 5 in the fleet). Tow-plows cost roughly \$110,000.
- Utilize tow-plows at these locations:
  - I-41 North Route (currently in service)
  - I-41 South Route (will be in service for 2017-2018 season)
  - STH 172 Route (will be in service for 2018-2019 season) – will reduce one plow truck and employee from this route for use on new route.
  - I-43 Route from STH 172 to South County Line (will be in service for 2018-2019 season) – will reduce one plow truck and employee from this route.
  - STH 57 Route from CTH I to North County Line (will be in service for 2018-2019 season)
- Sell three older plow trucks (net reduction of two plow trucks see next item).
- Purchase one new plow truck (part of the regular replacement schedule).
- Reduce one Highway Crew position and add one Mechanic Position. With three plow shifts, we need to break up the mechanics into shift work as well.

### **TWELVE-HOUR DAYS:**

**Highway Division:** Highway reported 1,482.25 hours of overtime in February. Substantially, all overtime was related to roadway plowing. The amounts in excess of 12 hours per day for February are attached.

**Facility Management Division:** Facilities reported 156.00 hours of overtime in February. The overtime was related snow removal. The amounts in excess of 12 hours per day for February are attached.

**STAFFING REPORT:** See Attached Table.



**Public Works - Highway Division**  
**12-Hour Work Days**  
**2/1/17 - 2/28/17**

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
2/7/2017	Manson, Shane	Paver School	13
2/24/2017	Allen, Chris	Plowing & Salting, ERC Call-out	17.25
2/24/2017	Bastian, Dan	Plowing & Salting	15.5
2/24/2017	Buhr, Mike	Mechanic Shop	12.5
2/24/2017	Collins, Robbie	Plowing & Salting	15.5
2/24/2017	Corrigan, Chad	Plowing & Salting	14
2/24/2017	Curl, Todd	Mechanic Shop	12.5
2/24/2017	Dallas, Chris	Plowing & Salting	12.25
2/24/2017	Dixon, Darrell	Plowing & Salting, Signing	12
2/24/2017	Doucha, Dean	Plowing & Salting	12
2/24/2017	Drewiske, Doug	Plowing & Salting, Signing	12
2/24/2017	Goral, Nick	Plowing & Salting, Signing	16.25
2/24/2017	Gussert, Tim	Plowing & Salting	15.5
2/24/2017	Ignatowski, Paul	Plowing & Salting	16
2/24/2017	Jacobs, Mark	Plowing & Salting	16
2/24/2017	Johnson, Jason	Plowing & Salting	12.5
2/24/2017	Kapinos, Vince	Plowing & Salting	12
2/24/2017	Karbon, Dan	Plowing & Salting	15.5
2/24/2017	Kielpikowski, Dennis	Plowing & Salting	15.5
2/24/2017	Klish, John	Plowing & Salting	13
2/24/2017	Kollross, Cory	Plowing & Salting	12
2/24/2017	Ledvina, Jeremy	Plowing & Salting	15.5
2/24/2017	LeGrave, Steve	Plowing & Salting	14.5
2/24/2017	Liebergen, Dale	Plowing & Salting	12
2/24/2017	Manson, Shane	Plowing & Salting	12
2/24/2017	Maus, Todd	Plowing & Salting	12
2/24/2017	Noe, Terry	Plowing & Salting	16
2/24/2017	Oettinger, Tim	Plowing & Salting	14
2/24/2017	Peot, Tracy	Plowing & Salting	12
2/24/2017	Reedy, Jason	Plowing & Salting	15.5
2/24/2017	Sausen, Jim	Plowing & Salting	16
2/24/2017	Scray, Norb	Plowing & Salting	15.5
2/24/2017	Smits, Mike	Plowing & Salting	15.75
2/24/2017	Sperberg, Mark	Plowing & Salting	15.5
2/24/2017	Stein, Kelly	Plowing & Salting	14.75
2/24/2017	Sticka, John	Plowing & Salting	16.75
2/24/2017	Taicher, Kevin	Plowing & Salting	16.5
2/24/2017	Thompson, Bill	Plowing & Salting	12.5
2/24/2017	Tilkens, Todd	Plowing & Salting	13
2/24/2017	VanDenElzen, Ken	Plowing & Salting	12
2/24/2017	Van Rite, Paul	Plowing & Salting	12.25

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
2/24/2017	VerHaagh, Ken	Mechanic Shop	13
2/24/2017	Williams, Tim	Plowing & Salting	16
2/24/2017	Zellner, Aaron	Plowing & Salting	12
2/24/2017	Zelten, Brian	Plowing & Salting	14
2/24/2017	Zuleger, Kevin	Mechanic Shop	12.25
2/25/2017	Allen, Chris	Plowing & Salting, ERC Call-out	16
2/25/2017	Curl, Todd	Mechanic Shop	13.25
2/25/2017	Goral, Nick	Plowing & Salting	12
2/25/2017	Ignatowski, Paul	Plowing & Salting	13.75
2/25/2017	Jacobs, Mark	Plowing & Salting	12
2/25/2017	Karbon, Dan	Plowing & Salting	12.75
2/25/2017	LeGrave, Steve	Plowing & Salting	12.75
2/25/2017	Noe, Terry	Plowing & Salting	12.75
2/25/2017	Scray, Norb	Plowing & Salting	13
2/25/2017	Smits, Mike	Plowing & Salting	12
2/25/2017	Stein, Kelly	Plowing & Salting	12.5
2/25/2017	Taicher, Kevin	Plowing & Salting	12.5

**PUBLIC WORKS  
FACILITY MANAGEMENT DIVISION  
12-HOUR WORK DAYS  
2/1/17 thru 2/28/17**

<b>DATE</b>	<b>EMPLOYEE</b>	<b>OPERATION PERFORMED</b>	<b># HOURS WORKED</b>
2/15/17	Dave Vanden Busch	Worked Regular Shift then Emergency Call-in	12.25

# BROWN COUNTY PUBLIC WORKS STAFFING SUMMARY

AS OF 2/28/17

## HIGHWAY DIVISION:

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Civil Engineer	8/22/16	Transferred	Fill	In Process	---
Highway Crew	2/27/17	Termed	Hold	---	---

	Budgeted FTE's	Actual #FTE's
Mgmt / Admin	8.75	8.75
Electrician	1.0	1.0
Engineering	7.0	6.0
Mechanics / Shop	13.0	13.0
Highway Crew	74.0	73.0
Sign Crew	2.0	2.0
Summer-Engineering	1.27	0
Summer	2.85	0
LTE	2.0	0
<b>TOTAL</b>	<b>111.87</b>	<b>103.75</b>

## FACILITY MANAGEMENT DIVISION:

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Housekeeper (0.5)	5/23/16	Termed	Fill	---	N/A
Housekeeper	6/20/16	Transferred	Fill	1/9/17	N/A

	Budgeted FTE's	Actual #FTE's
Mgmt / Admin	5.25	5.25
Facility Technicians	2.0	2.0
Facility Mechanics	7.0	7.0
Facility Workers	9.0	9.0
Housekeeping	18.5	18.0
Electrician	1.0	1.0
Summer Help	0.46	0
<b>TOTAL</b>	<b>43.21</b>	<b>42.25</b>

PUBLIC WORKS DEPARTMENT

*Brown County*

2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 662-2160 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.  
DIRECTOR

Meeting: Planning, Development & Transportation Committee  
Meeting Date: 3/27/17  
Public Works Report

REPORT TO: PD&T Committee Members  
Bernie Erickson, Chair  
Dave Kaster, Vice Chair  
Dave Landwehr  
Norb Dantinne  
Tom Sieber

REPORT FROM: Paul Fontecchio, P.E.  
Public Works Director

AGENDA ITEM: **Recommendation and Approval for Brown County Courthouse  
Dome Repairs and Restoration - Project #2127.**

PROJECT SCOPE: Courthouse copper dome replacement and exterior limestone, interior masonry  
and historic clock repair and restoration. (Copper dome is original and 106  
years old)

APPROVED BUDGET: \$2,050,000 (*total bond \$2,078,000*)

RECOMMENDATION: Approve contract award to **Structural Preservation Systems, LLC**

FISCAL IMPACT: **\$1,651,140 bid** from the qualified low bidder.  
Base Bid ..... \$1,582,340  
Alt Bid #1 – Deduct..... \$( 8,400)  
Alt Bid #2 – Deduct..... \$( 22,800)  
Alt Bid #3 – Additive .....not accepted  
Alt Bid #4 – Allowance..... \$ 100,000  
Total Contract Award..... \$1,651,140

ADDITIONAL INFORMATION:  
Attached project bid tabulation.





# *Tabulation Record / Intent to Award Documentation*

305 E. Walnut Street, Green Bay, WI 54305 Phone: (920) 448-4040 Fax: (920) 440-4036  
 Web: www.co.brown.wi.us

Project Number: 2127	
Project Name: Courthouse Dome Repair and Restoration	
Type of Project (RFB, RFP, RFQ): RFB	
Purchasing Representative: Dale DeNamus	
Due Date: March 8, 2017	Location: Brown County Clerk's Office
Opening Date: March 8, 2017	Location: Northern Building, 2nd Floor, Room 201

CONTRACTOR/CITY, STATE	BASE BID	ALT BID 1 - DEDUCT	ALT BID 2 - DEDUCT	ALT BID 3 - ADD	ALT BID 4 - ADD	BID BOND	Addenda Acknowledged?				ADD 5 - Clarifications	ADD 6 - Change to Bid Open time	ADD 7 - Change to Bid Open time	Intent To Award
							ADD 1 - Site Visit List	ADD 2 - Needs Assessment Info	ADD 3 - Q&A	ADD 4 - Bid Due Date Moved				
1 Structural Elgin, IL	\$ 1,582,340.00	\$ 8,400.00	\$ 22,800.00	\$ 72,500.00	\$100,000 allowance	Yes	Yes	Yes	Yes	Yes	Yes	No - see note	No - see note	X
2 Berglund Chicago, IL	\$ 1,625,000.00	\$ 12,000.00	\$ -	\$ (43,750.00)	\$100,000 allowance	Yes	Yes	Yes	Yes	Yes	Yes	No - see note	No - see note	
Note: Not acknowledging addendums 6 & 7 is considered a minor informality. Changes were made just prior to the time (time extended) bids were due and would have had no effect on pricing.														

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Note: This is a **RFP** 'Draft ONLY Version' of the  
Project for Review and Approval.  
Project may or may not be published.

**Request for Proposal (RFP)**

**For**

**Brown County**

**Architectural/Engineering Services for  
New Science, Technology, Engineering & Math  
(STEM) Innovation Center**

**Project # 2131**



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***Publish Date:* April 25, 2017**

***Response Deadline:* May 19, 2017**

**3:00 PM**

**CDT**

**To:**

**Brown County Purchasing Department**

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## RFP PROJECT DETAILS

### 1. General

At the request of Chuck Lamine, Planning Director, Brown County is accepting Request for Proposals (RFP) to identify Architectural/Engineering (A/E) firms who would be interested in providing A/E services for a new 55,000 gross square foot STEM Innovation Center building. The tentative site location for this facility is the former Brown County Mental Health Center site (2900 St. Anthony Drive, Green Bay, WI) within the Brown County Research & Innovation Park. Final site selection has not been determined at this time.

The estimated 55,000 gsf will consist of approximately 35,000 sf for office and educational/academic space and 20,000 sf of warehouse space. The building will include the following tenant spaces and approximate square footages: UW-Extension (3,300 sf), Brown County Land & Water Conservation (3,000 sf), The Einstein Project (33,000 sf), UW-GB School of Engineering (12,000 sf) and a 3Gi/bookless library space (3Gi sf is undetermined at this time). Other project requirements will include: parking for an estimated 150 cars; a warehouse loading dock with dock levers and covers; kitchen equipment with exhaust hood; and the reconstruction of an existing UW-Extension greenhouse (18'x 36' slab-on-grade). Brown County will rely on information submitted in response to this RFP to identify firms, or teams of firms, who would be available and interested in providing A/E services.

The tentative project schedule includes construction completion by end of June 2019 with move-in and building activation occurring in July/August of 2019. The tentative opening of this building is September 2019.

### 2. Contract Term

For the duration of this project through construction administration and project close-out.

### 3. RFP Tentative Project Timeline

Please Note: These dates are for planning purposes. They represent the County's desired timeline for implementing this project. Any revision to the Due Date for submission of project will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate

	Date	Time (CDT)
Standing Committee: Recommended for Approval by Planning, Development & Transportation Committee	March 27, 2017	
County Board Approval to Publish RFP	April 19, 2017	
RFP Published	April 25, 2017	
RFP Non-Mandatory Site Visit	May 8, 2017	9:30 AM
RFP Questions Due, Post Site Visit	May 10, 2017	3:00 PM
RFP Questions & Answers Published	May 15, 2017	3:00 PM
RFP Responses Due from Vendors	May 19, 2017	3:00 PM
Preliminary RFP Review to address potential budget issues	May 23, 2017	
Selection Team Kickoff Meeting	May 25, 2017	
Preliminary Scoring Meeting from proposal review	June 16, 2017	
Interviews if required by	June 30, 2017	
Reference checks if required by	July 7, 2017	
Consensus Scoring Meeting	July 11, 2017	
Send out Thank You & Intent to Award Letters by	July 14, 2017	
Contract Negotiations / Complete Contract Signing by	August 1, 2017	



**4. RFP Non-Mandatory Site Visit: May 8, 2017 at 9:30 AM**

RFP Site visits are based on the date & time listed in the Tentative Project Time Line above	
Potential Vendors meet:	The former Brown County Mental Health Center site (adjacent to the Veterans Manor apartment complex) 2900 St. Anthony Drive, Green Bay, WI 54311 or site to be determined.
Site Visit conducted by:	Doug Marsh
Site Visit contact phone number for questions:	920-662-2154

**5. RFP Questions Due: May 12, 2017 at 3:00 PM**

**Questions-**All questions related to this project must be in writing and received by the Brown County Purchasing Department, no later than the due date.

- Questions can be delivered via e-mail to: [bc\\_administration\\_purchasing@co.brown.wi.us](mailto:bc_administration_purchasing@co.brown.wi.us)
- Questions MUST be clearly marked in the subject line: "Questions for Project # 2131"

**6. RFP Questions & Answers Publish Date: May 15, 2017 at 3:00 PM**

**Answers** - If any questions are received; answers to all written questions will be issued in the form of an addendum.

- Answers will be published on the Brown County website at: [www.co.brown.wi.us](http://www.co.brown.wi.us) > Departments > Purchasing > Open Projects
- AND on the Demand Star Onvia website at: [http://onviacenter.com/content/demandstar\\_subscriptions](http://onviacenter.com/content/demandstar_subscriptions)

It is the responsibility of all interested vendors to access the web site(s) for project information. Calls for assistance with the web site can be made to (920) 448-4040.

**7. RFP Due Date & Delivery Address Details: May 19, 2017 at 3:00 PM**

Responses are due to Brown County Purchasing no later than the Due Date.

Prospective vendors can submit proposals via email, hand deliver or by mail via DHL, FedEx, UPS, USPS, etc as outlined below:

**Emailed proposal must include the following items:**

- Be clearly marked in the subject line with perspective project #2131.
- Include 2 separate electronic files:
  - One file named proposal to include proposal excluding any pricing details.
  - The other file named 'pricing' to include the completed Attachment C: RFP Cost Sheet.
- Be received, dated & time stamped by the due date and received at the following address:
  - [Bc\\_Administration\\_Purchasing@co.brown.wi.us](mailto:Bc_Administration_Purchasing@co.brown.wi.us)
  - A courtesy email response will be generated after due date for receipt of all proposals.
- Emailed proposals also require that seven (7) paper copies be sent separately, excluding the pricing details. These are provided to the scoring team. We have no preference as to how the proposals are bound. Proposals can be submitted in a box or envelope, whichever works best. It is neither necessary nor desired to put the required paper copies in their own separate envelopes.
- Delivery address is provided below:

**Hand delivered or mailed proposal must include the following items:**

- Be clearly marked with project #2131 on the outside of the sealed envelope or box in the lower left hand corner.
- Be in 2 separate Sealed envelopes or boxes as follows:
  - One envelope or box to include seven (7) paper copies of the proposal excluding pricing details. We have no preference as to how the proposals are bound. Proposals can be submitted in a box or envelope, whichever works best. It is neither necessary nor desired to put the required paper copies in their own separate envelopes.

- The other envelope labeled 'pricing' shall include the completed *Attachment C: RFP Cost Sheet*. Envelope can be included in either the box or envelope used to send the proposals (does not need to be sent separately). Only one (1) copy of the cost sheet is required.
- Along with the proposal include one flash drive (no CD's) containing the 2 files as follows:
  - One file named proposal to include proposal excluding pricing details.
  - The other file named 'pricing' and includes the completed *Attachment C: RFP Cost Sheet*.
- Be received, dated & time stamped by the due date and received at the following address:

Delivery Address for DHL, FedEx, Hand Delivery, UPS, etc.
<b>Brown County Clerk Project 2131 305 E. Walnut St. Room 120 Green Bay, WI 54301</b>

Delivery Address for Mail, USPS
<b>Brown County Purchasing Department Project 2131 305 E. Walnut St. 5<sup>th</sup> Floor Green Bay, WI 54301</b>

*Note: It shall be the responsibility of the sender to ensure proposals arrive by the required due date and time. Any information received after the due date and time will be rejected. When hand delivering project; prospective vendors are encouraged to verify the time on the atomic clock as this is the official time used for the receiving of all information. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. Please make sure the outside package is clearly labeled with the project number and description of the project when mailing proposals via a 3<sup>rd</sup> party delivery service. This ensures the proposal can be applied to the appropriate project.*

## 8. RFP Format & Submission Requirement

Any deviation from these requirements may result in the document submission to be considered non-responsive, thus eliminating the vendor from consideration. The document submission shall include the following attachments:

- **RFP SCOPE OF WORK & SPECIFICATIONS (Attachment A)** - Provide specific procedures and explanations to each requirement in your document submission.
- **RFP COST SHEET (Attachment C)** - Provide attachment listing your price with your document submission in a separate sealed envelope or separate file if submitted via email.
- **RFP REFERENCE DATA SHEET (Attachment D)** – Provide attachment with three (3) to five (5) references with your document submission.
- **RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION (Attachment E)** – Provide attachment if any of part of your proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. Prices always become public information when quotes/bids/proposals are opened, and therefore cannot be kept confidential.
- **RFP ADDENDUM(S) ACKNOWLEDGEMENT (Attachment F)** - If Addendum(s) exist for this project, please sign and date the attachment and provide with your document submission.

## 9. Performance or Applicable Payment Bonds

Bonds are not required for this project.

## 10. RFP Method of Payment

One of two methods:

1. **For Projects That Are To Be Completed Within 60 Days:** Payment is net 30 days from completion and approval of project.
2. **For All Other Projects:** Partial payment may be made. The retainage shall be an amount equal to not more than 5% of the cost until 50% of the work has been completed. At 50% completion, no additional amounts shall be retained and partial payments shall be made in full to the contractor unless the architect or engineer certifies that the job is not proceeding satisfactorily. At 50% completion or any time thereafter when the progress of the work is not satisfactory, additional amounts may be retained but in no event shall the total retainage be more than 10% of the value of the work completed. Upon substantial completion of the work, an amount retained may be paid to the contractor.

**Payment Terms:** Payments may apply as noted in Wisconsin Statute 66.0135. If milestone payments are appropriate they will be defined in the contract. Vendors are strongly encouraged to accept P-Card payments.

### 11. *Financial Verification*

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e. Wisconsin Circuit Court Access, UCC) prior to contract award. Brown County reserves the right to reject RFBs/RFQs/RFPs based on information obtained through these background checks if it's deemed to be in the best interest of the County.

### 12. *"Piggyback" Clause*

Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.

### 13. *Other*

1. **Cancelled Project Records:** Brown County reserves the right to not disclose records of cancelled project to ensure open and fair competition of future solicitations.
2. **Laws:** All services shall conform to all applicable industry, Federal, State and Local Laws, Codes, Ordinances, OSHA requirements and Standards.
3. **License:** Vendors performing work are required to have the necessary professional licenses for the state for which the work is to be done. All applicable licenses must be current on the day of Contract execution and throughout the length of the project.
4. **Project Manager:** Vendor shall provide a Project Manager who will act as a single point of contact for Brown County.
5. **Rejection of Document Submission:** Brown County reserves the right to accept or reject any or all submissions and to waive any informality in the document.
6. **Taxes:** Brown County and its departments are exempt from payment of all federal, Wisconsin and local taxes on its purchases except Wisconsin excise taxes.

### 14. *RFP Attachments*

- A. **RFP Scope of Work, Specifications / Drawings:** Contractor must adhere to specifications/drawings for this project.
- B. **RFP Scoring**
- C. **RFP Cost Sheet**
- D. **RFP Reference Data Sheet**
- E. **RFP Designation of Confidential & Proprietary Information**
- F. **RFP Addendum(s) Acknowledgement:** Brown County reserves the right to make changes to this project. Any changes in the scope of work shall be mutually agreed upon by the Contractor and the County.
- G. **RFP Appeals**
- H. **Contract Insurance Requirements**
- I. **Professional Contract for Service TEMPLATE:** Contractors submitting documents must review the Professional Contract for Service TEMPLATE. Sections that may be of concern must be identified and an explanation for the objection must be provided with the Vendor document submission. If no objections are raised it shall be expected that the contractor agrees to the terms and conditions as stated.

## **ATTACHMENT A: RFP SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS**

*(Potential vendors are expected to perform the following service in order to submit documents and to be awarded a contract.) Please provide specific procedures and explanations to each requirement in your submitted documents.*

### **Architectural/Engineering Services for Public Works Facility Management Project #2131**

*Proposals shall address each of the following requirements described below  
by giving specific procedures and explanations to each requirement.*

**Professional Services** – The selected Architectural/Engineering (A/E) firm will work closely with the Brown County Facilities Management and the facility user team to develop a project program that meets the needs of said project.

Services to include but not limited to:

1. Architectural Programming
2. Schematic Design
3. Design Development
4. Construction Documents (for public bidding by Owner)
5. Construction Administration services
6. Construction cost estimates for professional services #1 thru #4
7. Project Schedule for architectural programming thru construction
8. Exterior building rendering at a time determined by Owner
9. Landscape Architecture design

**Responsibilities include:**

- Consult with project team and building user groups to determine requirements.
- Determine the scope of the project.
- Perform all necessary research and field survey work when requested.
- Provide Schematic Design Basis documents for approval by project team (see attached sample SDB).
- Provide site plan and landscaping plan as part of Schematic Design and Construction Documents deliverables.
- Provide exterior building rendering at a time determined by Owner.
- Provide an opinion of project costs including, but not limited to, construction costs and contingencies at each phase of professional services.
- Provide Brown County Facility Management approved construction documents (CDs) with related plan set and specifications/project manual at 50% complete CDs and 95% complete CDs for Owner review, and 100% complete CDs for bidding by Brown County Purchasing Department.
- Assist Owner with responses to bidder questions as needed during the bid period.
- Provide project schedule for architectural programming thru construction.
- Coordinate with Brown County Technology Services to address building requirements to support the necessary Information Technology systems, equipment and infrastructure.

**Deliverables include:**

- Detailed Architectural Program
- Schematic Design Basis (see attached sample SDB) – including a preliminary landscape architectural design plan
- Color rendering of building exterior
- Construction Documents for Owner bidding – including a final landscape architectural construction plan
- Responses to bidder questions as needed
- Record construction documents following the conclusion of construction
- Construction costs and contingencies at each phase of professional services
- Project schedule for architectural programming thru construction

All design drawings and updated record reproducible drawings shall be given to the Brown County Facility Management in editable AutoCAD 2014 conforming to AIA layering standards. Additionally PDF drawing and specification files will be forwarded to Brown County Facility Management. Brown County is looking to identify an architectural/engineering firm with the following attributes.

**Please describe to your firm's:**

- Demonstrated ability to provide a detailed comprehensive architectural program
- Demonstrated ability to provide a Schematic Design Basis (see attached sample SDB)
- Demonstrated ability to assemble detailed, accurate and well-coordinated Design Development and Construction Documents
- Demonstrated ability to provide comprehensive Construction Administration services.
- Demonstrated ability to provide site development and site design.
- Demonstrated ability to effectively coordinate engineering disciplines (Civil, Structural & MEP) and specialized consultants with the architectural work
- Demonstrated ability to produce accurate cost estimates and effective cost control
- Demonstrated ability to provide effective and timely construction and administration project documentation
- Demonstrated ability to provide sustainable design and construction
- Successful experience with commercial new construction. In particular office buildings and educational/academic facilities.
- Successful experience working with governmental entities

**Submissions shall include the following information**

- **Cover Letter:** Provide a cover letter from the person authorized to submit the proposal. Provide a brief introduction of your proposal; identify the contact person and the contact information.
- **Firm Profile(s):** Provide a brief description of each firm on the team, its size, location, age, and special expertise and other information that provides an accurate overview of each firm. Identify any sub-consultants that will be used.
- **Experience and team work:** Provide a list of consulting engagements similar to that which is described in the RFP successfully completed by a) each team member independently, and b) by the proposed team. Demonstrate the team's competence to complete the requirements.
- **References:** Provide a list of three references for projects of similar size and scope. Include project name, square footage, initial cost estimate, initial contract cost and final contract cost.
- **Staff & Organization:** Provide a list of the key staff who will be assigned to this engagement and identify the role of each. Include a resume for each person.
- **Methodology:** Provide a clear description of the approach and methodology your firm anticipates using to fulfill the requirement of this RFP. Describe the various tasks that will be engaged and the sequence in which they will be accomplished. Identify the methods of engaging stakeholders, staff, and the Board. Identify the tasks that will be conducted on-site and the number of visits and days of on-site engagement anticipated.
- **Cost Proposal:** Provide a cost breakdown indicating the fixed not-to-exceed cost for all work and reimbursable expenses to accomplish the scope described. Itemize labor costs and reimbursables.
- **Use of local contractors:** If applicable, indicate services that could be sub-contracted to firms that are local.
- **Conflict of Interest:** Disclose any potential conflict of interest including, but not limited to, familial relationships between members of the consulting team and elected officials or employees and/or employees of Brown County Public Works – Facility Management or Planning & Land Services.

## **ATTACHMENT B: RFP SCORING**

*(This attachment is provided for your information only. There is no need to sign or mail it back.)*

Responses to this project will be evaluated according to the following:

### **1. Evaluation Process**

The following steps will be observed in the evaluation of the potential vendor document submission:

- Brown County will establish a project scoring team.
- The vendor submission will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements or being over-budget will result in the submission being eliminated from consideration.
- The project scoring team will review all submitted documents received and score in accordance with the predefined scoring methodology.
- Composite scores will be developed summarizing the individual scoring efforts of each selection team member.
- References, oral presentations and/or interviews are optional and determined if required by the scoring team.
- Vendors will be ranked by composite score with the highest score determining vendor award.

### **2. Scoring Methodology**

The following is a summary of the project evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual vendor document submission. Points will be awarded on the basis of the following factors:

Scoring Criteria	Points
1. Quality, clarity and responsiveness of proposal	10
2. Responses to questions provided in Attachment A	15
3. Relevant Experience	15
4. Pricing (Attachment C) *	35
5. References (Attachment D)	5
6. Interviews	20
<b>Total</b>	<b>100</b>

*\*Pricing is not shared with the scoring team until after they have submitted their scores to prevent influencing their ability to score the other criteria's.*

### **3. Scoring Criteria**

The evaluation factors to be used in project scoring are described below:

1. **Quality, clarity and responsiveness of proposal** – Proposals will be evaluated on meeting the overall requirements of the RFP.
2. **Responses to scope** – Proposals will be evaluated on the thoroughness and content of the responses submitted.
3. **Experience** – Proposals will be evaluated based on the experience of the A/E firm including their team and individual employees.
4. **Pricing** – Proposals are scored using a formula with the lowest price submitted that is divided by the price of each prospective A/E firm times the established point value times the weight factor percentage.
5. **References** – Proposals will be evaluated based on information obtained from the references provided.
6. **Interview** – A/E firms selected for a panel interview will be evaluated based on prepared interview questions and the firm's response to such questions



**ATTACHMENT C: RFP COST SHEET***(Use of this form is required when submitting your documents; do not submit copy of project details with your submission)***Vendor Information**

COMPANY PHYSICAL LOCATION INFORMATION				
Legal Name:				
Address:				
City:		State:		Zip:
Phone:		Fax:		
Federal ID #:		Website:		
COMPANY REMIT INFORMATION (where to send payment, if different than above)				
Billing Name:				
<i>Name to print on check, if different than above</i>				
Address:				
City:		State:		Zip:
Accounts Payable Contact:		Phone:		
Accounts Payable Email:		Payment Terms:		
CONTACT INFORMATION / SALES REPRESENTATIVE RESPONSIBLE FOR SETTING UP PRESENTATIONS, DEMONSTRATIONS AND/OR INTERVIEWS				
Sales Rep Name:		Sales Rep Title:		
Sales Rep Phone Number:		Sales Rep Email:		
CONTACT INFORMATION / PRIMARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU				
Primary Name:		Title:		
Email:				
CONTACT INFORMATION / SECONDARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU				
Secondary Name:		Title:		
Email:				
CONTACT INFORMATION / PROJECT MANAGER				
Project Manager Name:		Title:		
Address:		City:		
City:		State:		
Phone:		ZIP:		
Email:		Fax:		

<b>CONTACT INFORMATION / PERSON AUTHORIZED TO SIGN CONTRACT</b>			
Contract Signer Name:		Title:	
Address:		City:	
City:		State:	
Phone:		ZIP:	
Email:		Fax:	

Does your Company accept MasterCard Credit Card for payment?    YES    NO    (Circle one)

Comments:	
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Does your Company accept the Brown County Standard Contract?    YES    NO    (Circle one)

Comments:	
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***RFP Pricing***

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Architectural Programming	\$ _____
Schematic Design	\$ _____
Design Development & Construction Documents	\$ _____
Construction Administration	\$ _____
Color Rendering	\$ _____
 <b>Grand Total for All Services</b>	 <b>\$ _____</b>

**\*All pricing is to be inclusive of all costs including travel and meals.**

### ***ATTACHMENT D: RFP REFERENCE DATA SHEET***

Provide a list of at least three and not greater than five clients that you have recently or are currently providing services for with at least two clients in the public sector and one client from a project that didn't go so well. Please verify that your contact person listed is accurate and still employed with the company.

<b>Reference #1</b>	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
<b>Reference #2</b>	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
<b>Reference #3</b>	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
<b>Reference #4</b>	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
<b>Reference #5</b>	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State

**ATTACHMENT E: RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY  
INFORMATION**

*(Use of this form is required when submitting proposal)*

The attached material submitted in response to this project includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

**Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential. Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.**

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

**We request the following pages not be released:**

**Section**

**Page #**

**Topic**

**IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.**

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. The County considers other markings of confidential/proprietary in the proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

**Company Name:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT F: RFP ADDENDUM(S) ACKNOWLEDGEMENT**

*(If Addendums exist for this project, please sign and date and send with your bid)*

The undersigned acknowledges receipt of the following addenda by checking the box(es) below:

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

Additional Addenda should be written here:


I have examined and carefully prepared the RFB/RFP/RFQ from the plans and specifications and have checked the same in detail before submitting the RFB/RFP/RFQ to Brown County. Attached is my list of subcontractors along with their respective trades-if applicable.

The Undersigned agrees to the above statement:

Company Name:

Printed Name:

Signature:

Date:

If this RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addendums, published on our web site at [www.co.brown.wi.us](http://www.co.brown.wi.us), for this project prior to the due date. No notification will be sent when addendums are published unless there is an addendum within three business days of RFB/RFP/RFQ due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified by Brown County of all addendums issued within 3 business days prior to due date. If RFB/RFP/RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFB/RFP/RFQ must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting our purchasing department at 920-448-4040 to ensure receipt of addendums issued.

RFBs/RFPs/RFQs that do not acknowledge addendums may be rejected.

All RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

## ***ATTACHMENT G: RFP APPEALS***

*(This appeals attachment is for your information only, there is no need to sign or mail it back.)*

To: Vendors

RE: Brown County Appeals Process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on a RFB, RFP or RFQ

Appeals may be submitted for the following purchases:

1. the item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
2. the item price or proceeds is \$5000 or more or the total order is \$10,000 or more, and
3. vendor selection was based on factual errors, or
4. the lowest price or highest proceeds vendor was not selected for RFQ or RFB, or
5. failure by the County or its agents to adhere to the County's policies and procedures or other legal requirements

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 3 business days from the receipt of the rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee shall be final. Appeals Committee consists of three people: The Chairman of both the Executive and Administration Committees and the Internal Auditor.

**Submit To:**

Brown County Internal Auditor  
305 E. Walnut St. Rm 102  
PO Box 23600  
Green Bay, WI 54305-3600



## ***ATTACHMENT H: CONTRACT INSURANCE REQUIREMENTS***

*(Potential vendors are required to meet the following insurance requirements in order to be awarded a contract.  
There is no need to sign or mail it back.)*

Awarded vendor is required to provide a certificate of insurance within three (3) business days of receiving the 'Intent to Award' notice. Certificates are required to be valid and provided annually to Brown County Administration, 305 E. Walnut Street, Green Bay, WI 54301 or EM at [BC\\_administration\\_purchasing@co.brown.wi.us](mailto:BC_administration_purchasing@co.brown.wi.us) throughout the contract term.

### **1. Hold Harmless**

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by vendor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

### **2. Insurance Requirements**

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The Outside Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative. Notwithstanding any provisions of this section, and for purposes of this agreement, contractor acknowledges that its potential liability is not limited to the amounts of insurance coverage it maintains or to the limits required herein.

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#### **Comprehensive General Liability (Occurrence Form)**

Products and Completed Operations	
Personal Injury and Advertising Liability	
Independent Contractors / Protective	
Limits of Insurance	\$1,000,000 per occurrence
	\$1,000,000 aggregate

#### **Business Automobile Liability : Covering all owned, hired, and non-owned vehicles**

Limits of Insurance	\$1,000,000 per occurrence for bodily injury and property damage
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#### **Excess / Umbrella Liability**

Limits of Insurance	\$1,000,000 per occurrence
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#### **Worker's Compensation Insurance and Employers Liability**

State Statutory Workers' Compensation Limits	
Employer Liability	\$100,000 each accident

#### **Professional Liability**

Limits of Insurance	\$1,000,000 per occurrence
	\$2,000,000 aggregate

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3. **Additional Insured**

The Outside Contractor agrees that all liability policies other than professional liability shall name Brown County as additional insured with respects to: liability arising out of activities performed by or on behalf of the vendor/contractor; products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

4. **Adjustment to Insurance Coverage**

The limits of liability as set forth herein shall be periodically reviewed and adjustments made so as to provide insurance coverage in keeping with increases in the Consumer Price Index and what is deemed to be prudent and reasonable by the County or its representatives. In the event that the County determines that the limits need to be adjusted at some time after the initial term of the contract, the County shall give notice to the contractor in writing of the new limits and the Contractor shall make such adjustments to its insurance coverage within 60 day of such notice.

5. **Subcontractor**

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

6. **Waiver of Subrogation**

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

7. **Certificate of Insurance**

The Certificate of Insurance must include:

1. **Additional Insured:** Named as Brown County
2. **Cancellation:** Shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County to include non-renewal, or material change in coverage.
3. **Project Information:** Shall include reference to the contract name and / or RFB number in the description section of the certificate.
4. **Receipt of Certificate:** A valid Certificate shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions.
5. **Signature(s):** Shall be issued by companies licensed to do business in the State of Wisconsin or signed by an agent of the State of Wisconsin. Certificates must also bear the signature of the insurer's authorized representative.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract, to the below listed department and address.

Brown County Department of Administration  
305 E Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

8. **Questions**

If any of the insurance requirements cannot be met, please contact the Brown County Risk Manager at (920) 448-6298 to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

**ATTACHMENT I: PROFESSIONAL CONTRACT FOR SERVICE TEMPLATE**

*(This document is provided as a template to potential vendors as a requirement that this document is to be used to contract with the awarded vendor. There is no need to sign or mail it back at this time.)*



**BROWN COUNTY PROFESSIONAL  
STANDARD CONTRACT**

Scope of Services is attached to this contract.

<b>Project #:</b>	2131
<b>Service Description:</b>	Architectural/Engineering Services for New STEM Innovation Center
<b>Time of Performance:</b>	Completion by Date:
<b>Total Amount of Contract:</b>	Maximum Compensation not to Exceed: \$00

Please mail all invoices to the below address and reference Project number and/or Purchase Order number:

<b>Performance, schedules and invoices will be approved by the following Brown County Contact:</b>	Chuck Lamine
<b>Brown County Department:</b>	Planning & Land Services
<b>Address:</b>	305 E. Walnut Street
<b>City, State Zip:</b>	Green Bay, WI 54302
<b>Phone:</b>	(920) 448-6484
<b>Email:</b>	<a href="mailto:lamine_cf@co.brown.wi.us">lamine_cf@co.brown.wi.us</a>

This Brown County Professional Services Standard Contract ("Contract") is made and entered into on this [REDACTED] day of [REDACTED], 20 [REDACTED] by and between [REDACTED] (the "CONTRACTOR"), and Brown County, a body corporate organized under the Laws of Wisconsin (the "COUNTY") (Collectively referred to as the "parties" or in the singular as the "party").

**WITNESSETH:**

WHEREAS, the COUNTY, a governmental entity organized and existing as a body corporate pursuant to Wis. Stat. § 59.01, is in the business of providing certain governmental services to the COUNTY and its citizens;

WHEREAS, the CONTRACTOR, is in the business of providing said services and has made express and implied representations to the COUNTY of being capable, experienced and qualified to undertake and personally perform those services as are required in fulfilling all obligations under the terms and conditions of this Contract; and

WHEREAS, relying upon the CONTRACTOR'S above-referenced express and implied representations, the COUNTY now desires to engage and the CONTRACTOR now desires to be engaged as an independent contractor and not as an employee of the COUNTY to perform said services, all in accordance with the terms and conditions of this Contract.

Work shall commence in accordance with the terms and conditions of this Contract after the CONTRACTOR has executed the Contract, and either: (a) has been notified in writing to commence the Performance of Services; or (b) has received from the COUNTY an original of the Contract that is complete and fully executed.

NOW THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the COUNTY and the CONTRACTOR agree as follows:

1. **REQUIREMENTS:** The CONTRACTOR hereby agrees to be retained by the COUNTY and the COUNTY hereby agrees to retain the CONTRACTOR to perform the services in accordance with the terms and conditions of this Contract, which includes, but is not limited to:
  - A. that the CONTRACTOR is required to do, perform, and carry out in a satisfactory, timely, and proper manner the services delineated in this Contract;
  - B. that the CONTRACTOR is required to comply with requirements listed with respect to reporting on progress of the services, additional approvals required, and other matters relating to the performance of the services under this Contract; and
  - C. that the CONTRACTOR is required to comply with time schedules and payment terms.
2. **SCOPE OF SERVICES:** The CONTRACTOR and its subcontractors, to the same extent as the CONTRACTOR, agree to fulfill its obligations described in the Project Detail Scope of Work, Specifications / Drawings (hereinafter referred to as the "Project"), as well as the addenda attached thereto, copies of both which are attached hereto and incorporated herein by reference.

The total amount of the Contract includes all services, deliverables, and reimbursable expenses as included in attachments. Additional reimbursable fees will not be accepted.

3. **SPECIFIC CONDITIONS OF PAYMENT:** Payment to be due and owed following completion and acceptance of the Project by the COUNTY. Payment will be made within thirty (30) days after receipt of a properly documented invoice, the manner of which is more fully set forth below under "Payment Schedule", but only if completion is deemed satisfactory by the COUNTY.

<b>Payment Terms:</b>	Net 30
<b>Check Payable To:</b>	
<b>Invoice Mailing Address:</b>	
<b>City, State Zip</b>	
<b>Invoice Email Address:</b>	
<b>Invoice Phone Number:</b>	
<b>Federal Tax ID#:</b>	

4. **REPORTS:**
  - A. The CONTRACTOR agrees to timely submission of reports as may be required by the COUNTY in its sole discretion.
  - B. All reports, studies, analyses, memoranda and related data and material developed during the performance of this Contract shall be submitted to and be the exclusive property of the COUNTY and the COUNTY shall have the right to use them for any purpose without any further compensation to the CONTRACTOR. All of the documents and materials prepared or assembled by the CONTRACTOR under this Contract will not be made available to any individual, agency, public body or organization other than the COUNTY unless legally required otherwise, at which point the CONTRACTOR is obligated to notify the COUNTY of the same in advance thereof.
  - C. The documents and materials prepared in whole or in part under this Contract shall not be made the subject of any report, book, writing or oral dissertation by the CONTRACTOR. If this Contract is terminated, all finished or unfinished

documents or materials prepared under this Contract shall be immediately transmitted to the COUNTY upon termination.

5. **TIME OF PERFORMANCE:** The services to be performed under this Contract are to be undertaken and completed in such sequence as to assure expeditious completion in light of the purpose of this Contract, but in any event all of the services required hereunder shall be completed in a timely fashion and as indicated on the top of Page 1 of this Contract under "Time of Performance," which is the termination date of this Contract. In addition to all other remedies available to the COUNTY, should the Contract not be completed by the date specified herein, the CONTRACTOR shall continue to be obligated thereafter to fulfill CONTRACTOR'S responsibility to complete the services and to execute any amendments to this Contract as deemed necessary by the COUNTY.
6. **CONDITIONS OF PERFORMANCE AND COMPENSATION:**
  - A. **Performance** - The CONTRACTOR agrees that its work shall conform to such recognized high professional standards as are prevalent in this field of endeavor and like services.
  - B. **Place of Performance** - The COUNTY shall determine the place or places where services shall be provided by the CONTRACTOR.
  - C. **Compensation** - The COUNTY agrees to pay, subject to the contingencies herein, and the CONTRACTOR agrees to accept for the satisfactory performance of the services under this Contract, the maximum as indicated on the top of Page 1 of this Contract under "Total Amount of Contract," inclusive of all expenses. In no event will the total compensation exceed the maximum amount indicated on the top of Page 1 of this Contract. Compensation for services provided under this Contract is contingent upon the approval process set forth in Section 3 "Specific Conditions of Payment" of this Contract under "Specific Conditions of Payment." Section 66.0135, Wis. Stats., will apply to any late payments by the COUNTY, except as provided for by Section 21 "Force Majeure" of this Contract.
  - D. **Taxes, Social Security and Government Reporting** - Personal income tax payments, social security contributions and all other governmental reporting, taxes and contributions as a consequence of the CONTRACTOR receiving payment under this Contract shall be the sole responsibility of the CONTRACTOR.
  - E. **Subcontracting** - The CONTRACTOR shall not subcontract for the performance of any of the services set forth herein without prior written approval obtained from the COUNTY. If any work or service is subcontracted, it shall be specified by written contract or agreement and shall be subject to, and controlled by, each provision of this Contract. The CONTRACTOR shall be as fully responsible to the COUNTY for the acts and omissions of its subcontractors and/or persons either directly or indirectly employed by it, as he is for the acts and omissions of persons directly employed by CONTRACTOR.
7. **INDEMNIFICATION AND DEFENSE OF SUITS:** The CONTRACTOR agrees to release, indemnify, defend, and hold harmless the COUNTY, its officials, officers, employees, agents and assigns from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by CONTRACTOR, its officers, officials, employees, agents or assigns. The COUNTY does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.
8. **REGULATIONS:** CONTRACTOR agrees to comply with all of the requirements of all federal, state and local laws related thereto.
9. **SAFETY REQUIREMENTS:** All material, equipment and supplies used or provided to the COUNTY must comply with all safety requirements as set forth by the federal, state and local laws, including but not limited to, the Wisconsin Administration Code, Rules of the Industrial Commission on Safety and all applicable OSHA standards.
10. **VENUE AND APPLICABLE LAW:** Any lawsuits related to or arising out of disputes under this Contract shall be commenced and tried in the Circuit Court of Brown County, Wisconsin and the COUNTY and CONTRACTOR shall submit to the jurisdiction of the Circuit Court for such lawsuits. In all respects, this Contract and any disputes arising under it shall be governed by the laws of the State of Wisconsin.

**11. TERMINATION OF CONTRACT FOR CAUSE:** If through any cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the CONTRACTOR violates the covenants, agreements or stipulations of this Contract, the COUNTY shall have the right to terminate this Contract by giving written notice, as provided for in Section 23 "Notices" of this Contract, to the CONTRACTOR of such termination. The written notice shall be provided to the CONTRACTOR at least five (5) days before the effective date of such termination. The COUNTY, in its sole discretion, may allow the CONTRACTOR a reasonable amount of time to cure a breach of the terms of this Contract, if the COUNTY determines that the breach is amenable to a cure. The COUNTY shall not unreasonably withhold such permission. The COUNTY'S decision to allow the CONTRACTOR a reasonable amount of time to cure said breach in one instance does not constitute a waiver of a subsequent breach of the same or any other term of this Contract, nor shall it be deemed to waive the need for further consent or approval from the COUNTY to cure any subsequent breaches, regardless of their nature.

This contract may be terminated by either party for no reason by giving twenty (20) days written notice to the other party of said termination.

In the event that this Contract is terminated for any reason by either party, all finished and unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services prepared by the CONTRACTOR under this Contract shall, at the option of the COUNTY, become the property of the COUNTY.

Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the COUNTY for damages sustained by the COUNTY by virtue of any breach of this Contract by the CONTRACTOR, and the COUNTY may withhold any payments due the CONTRACTOR for the purpose of set off until such time as the exact amount of damages due to the COUNTY from the CONTRACTOR shall be determined and recovered.

**12. CHANGES:** All changes that are mutually agreed upon by and between the COUNTY and the CONTRACTOR, including any increase or decrease in the amount of the CONTRACTOR'S compensation, shall be in writing and designated as written amendments to be attached to this Contract.

**13. WAIVER:** No provision of this Contract may be waived, unless the waiver is made in writing and is signed by a duly authorized representative of each party. One or more waivers by any party of any term of this Contract will not be construed as a waiver of a subsequent breach of the same or any other term hereof. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent act by such party.

**14. PERSONNEL:**

A. The CONTRACTOR represents that it has or will secure, at its own expense, all personnel required in performing the services under this Contract. Such personnel shall under no circumstances be deemed employees of or have any contractual relationship with the COUNTY.

B. All of the services required hereunder will be performed by the CONTRACTOR or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

**15. ASSIGNMENT:** The CONTRACTOR shall not assign or transfer this Contract and shall not transfer any interest in it without the prior written consent of the COUNTY. Claims for money due or to become due to the CONTRACTOR from the COUNTY under this Contract may be assigned to a bank, trust company or other financial institution without COUNTY approval; however, notices of any such assignment or transfer shall be furnished promptly to the COUNTY.

A. **Records:** Establishment and Maintenance of Records - Records shall be maintained by the CONTRACTOR with respect to all matters covered by this Contract. The records shall be maintained for a period of three (3) years after receipt of final payment under this Contract, except as otherwise authorized or required by law. CONTRACTOR will notify COUNTY prior to destroying document(s) and offer the right of refusal.

B. **Documentation of Cost** - All costs of the CONTRACTOR shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of other accounting documents pertaining in whole or in part to this Contract, shall be clearly identified, readily accessible and shall be retained in accordance with the laws of the State of Wisconsin.



**16. AUDITS AND INSPECTIONS:** In the event that the COUNTY deems it necessary to conduct an audit or inspection, the CONTRACTOR shall, during normal business hours, furnish or make available at a time designated by the COUNTY and in the form required by the COUNTY, information, records and reports regarding powers, duties, activities, organization, property, financial transactions, method of operation, or any and all other records, reports or information in the CONTRACTOR'S custody or control as deemed pertinent by the COUNTY to this Contract.

The CONTRACTOR shall provide to the COUNTY'S inspectors or auditors access to all property, equipment and facilities in the CONTRACTOR'S custody or control as the inspectors or auditors deem related to the services provided or purchased under this Contract. The CONTRACTOR shall be expected to provide, at the CONTRACTOR'S expense, reasonable time by the CONTRACTOR'S personnel as may be required for the COUNTY'S inspectors or auditors to perform the inspection or audit.

Any information provided to the COUNTY'S inspectors or auditors which is deemed confidential by federal, state or local laws shall be held as confidential and not disclosed to the public unless legally required otherwise.

**17. NON-DISCLOSURE:** For the purposes of this Contract, the parties agree to the following definitions.

**Disclosure** - The term "Disclosure" shall refer to the party or parties in a position to disclose to the other certain Sensitive and/or Confidential Information which is or must remain the property of the disclosing party.

**Recipient** - The term "Recipient" shall refer to the party or parties in a position to receive certain Sensitive and/or Confidential Information from the disclosing party that is not to be disclosed or used in violation hereof.

**Sensitive and/or Confidential Information** - The term "Confidential Information" as used herein means: (1) any Trade Secret or Discloser as defined in the Uniform Trade Secrets Act, Sec. 134.90, Wis. Stats. or any other applicable state or federal trade secrets law; and (2) any non-public information, documentation, and/or devices disclosed or made available by Discloser to Recipient in any form including, but not limited to, all data or know-how either created by Discloser or for Discloser, any information conveyed to Discloser by a third party to which Discloser is bound by a confidentiality agreement not to disclose, the whole or any portion of any technical, scientific, laboratory, experimental or research data, research and development information, information concerning equipment, designs, processes, procedures, formulae, recipes, improvements, customer lists, records, or engineering drawings, documentation and information about products, sales information, formulae, recipes, manufacturing techniques, processes, design of software or hardware, applications or systems, used or developed by Discloser, source codes, other information relating to computer programming, and any information used for the conduct of Discloser's business including, but not limited to, plans, programs, marketing, advertising, sales strategies, policies, costs, pricing, and other financial information.

Sensitive and/or Confidential Information shall also include but shall not be limited to:

- Confidential Information (business or personal) including copyrighted, trademarked or patented information;
- Electronic protected health information (ePHI) protected by Federal HIPAA legislation;
- Intellectual Property (IP);
- Credit card data regulated by the Payment Card Industry (PCI);
- Personal Identity Information (PII);
- Information relating to an ongoing criminal investigation;
- Court-ordered settlement agreements requiring non-disclosure;
- Information specifically identified by this Contract as restricted;
- Other information for which the degree of adverse effect that may result from unauthorized access or disclosure is high; whether in writing or not, which the Discloser discloses to Recipient, including, but not limited to, any information relating to the policies, procedures and administration of the Discloser, its affiliates' or customers' ongoing operations, and personnel. It is the intention of the parties in defining Sensitive and/or Confidential Information that any and all information which in any way relates to Discloser's operations, no matter what the nature thereof, which was disclosed by Discloser or which is developed by either party as part of their services in carrying out the Contract performance reference herein shall be and remain confidential pursuant to this Contract. This includes but is not limited to:
  - Applications for services
  - Account numbers or balances
  - Payment histories
  - Identity of customers

- Social Security numbers
- Credit reports or histories
- Any other financial information regarding Brown County or its customers
- The terms of this Contract
- HIPAA-related information

Sensitive and/or Confidential Information for purposes of this Contract does not include information that:

- Can be demonstrated to have been published or was otherwise in the public domain before disclosure by Discloser to Recipient;
- Can be demonstrated that, after its disclosure by Discloser to Recipient, is published, or otherwise comes into the public domain through no act or omission by Recipient, by a third party who has a legal right to do so;
- Recipient receives or has received from a third party who as a legal right to disclose it;
- Recipient has in written or physical embodiment form prior to disclosure by Discloser;
- Is independently developed by Recipient without reference to or reliance on Discloser's Sensitive and/or Confidential Information as evidenced by credible written evidence; and
- Becomes subject to the open records mandates of both federal and state law, including but not limited to, Wis. Stats. §§ 19.31 – 19.37.

- A. Acknowledgment of Confidential Relationship** - The COUNTY is required to ensure the confidentiality of any Sensitive and/or Confidential Information that the CONTRACTOR may have access to or become privy to under the state and federal laws including, but not limited to, HIPAA and the Wisconsin Privacy of Consumer Financial and Health Information, Wis. Administrative Code Ch. INS 25. The CONTRACTOR hereby acknowledges and agrees that any Sensitive and/or Confidential Information disclosed to it by the COUNTY is for the limited purpose of providing services and the CONTRACTOR will maintain the Confidential Information in confidence, and a confidential relationship will arise between the CONTRACTOR and the COUNTY by reason of such submission and/or disclosure. The CONTRACTOR further acknowledges and agrees that the Sensitive and/or Confidential Information of the COUNTY is proprietary to the COUNTY and that any unauthorized disclosure or unauthorized use as more fully set forth herein will cause harm and/or loss to the COUNTY.
- B. Use and Disclosure of Sensitive and/or Confidential Information** - The CONTRACTOR agrees neither to copy, sell, transfer, publish, disclose, display or otherwise use for its own benefit, nor to disclose to third parties, any Sensitive and/or Confidential Information whether from observation, from any materials submitted or from disclosures by the COUNTY hereunder. The CONTRACTOR further agrees neither to make nor retain any copies of nor directly or indirectly use any process or other proprietary information disclosed to it or any process deceptively similar thereto without the COUNTY'S prior written approval, which the COUNTY may withhold in its sole discretion. In no event shall either party use Sensitive and/or Confidential Information in a way, which violates local, state or federal laws. The duty to protect Sensitive and/or Confidential Information shall survive the termination of this Contract and shall be subject to the open records provisions of both state and federal law.

The CONTRACTOR shall instruct its employees, agents and contractors of their obligations under this Contract and instruct them to use the same care and discretion with respect to the Sensitive and/or Confidential Information as the CONTRACTOR is obligated to use and to not circumvent any security procedures or devices with respect to Sensitive and/or Confidential Information.

- C. Title remains with the COUNTY** - All innovations, inventions, devices, processes and/or formulas developed by the CONTRACTOR for the COUNTY shall be deemed to be the sole property of the COUNTY. The CONTRACTOR agrees to disclose in writing to the COUNTY any and all formulas, ingredient specifications and descriptions, processing methods, items, ideas or concepts which are directly related to work performed by the CONTRACTOR on behalf of the COUNTY which constitute innovations or inventions developed by the CONTRACTOR either solely or jointly in connection with work performed by the CONTRACTOR at the request of or under any assignment by the COUNTY. The CONTRACTOR also agrees to assign to the COUNTY any and all interest it may have in such inventions or innovations.
- D. Indemnification by the CONTRACTOR** - The CONTRACTOR agrees to take precautions to avoid wrongful disclosures or use of Confidential Information and will defend, hold harmless and indemnify the COUNTY, its officers, employees, agents and assigns from all losses, liabilities, expenses, claims, actions, damages, suits, fines and costs including reasonable attorney's fees or liability arising from or in connection with such unauthorized use or disclosure. In addition, the CONTRACTOR acknowledges that in the event of a breach or threatened breach of this Contract, irreparable damage will immediately occur to the COUNTY and CONTRACTOR will defend and indemnify the COUNTY,

its officers, employees, agents and assigns from all losses, liabilities, claims, actions, damages, suits, fines, costs and expenses, including reasonable attorney's fees, incurred by the COUNTY as a result thereof.

- E. Duty of Inquire** - If either party has a question concerning whether information qualifies as Sensitive and/or Confidential Information under this Contract, each shall have a duty to inquire whether the information is deemed sensitive and/or confidential before taking any action contrary to this Contract.

For COUNTY inquire to:

<b>County Department:</b>	Corporation Counsel
<b>Contact Name:</b>	David Hemery
<b>Mailing Address:</b>	305 E Walnut Street
<b>City, State Zip:</b>	Green Bay, WI 54301
<b>Email:</b>	david.hemery@co.brown.wi.us
<b>Phone:</b>	(920) 448-4006

For CONTRACTOR inquire to:

<b>Contractor:</b>	
<b>Contact Name:</b>	
<b>Mailing Address:</b>	
<b>City, State Zip:</b>	
<b>Email:</b>	
<b>Phone:</b>	

- F. Duty to Safeguard** - Each party shall take all reasonable steps to safeguard any and all Sensitive and/or Confidential Information in their possession. Each party shall ensure, to the extent possible, that access to Sensitive and/or Confidential Information is restricted only to properly authorized employees, agents, officers and/or subcontractors and shall take measures to protect the security of any documentation or computer containing Sensitive and/or Confidential Information.

**18. CONFLICT OF INTEREST:**

- A. Interest in Contract** - No officer, employee or agent of the COUNTY who exercises any functions or responsibilities in connection with the carrying out of any services or requirements to which this Contract pertains, shall have any personal interest, direct or indirect in this Contract.
- B. Interest of Other Local Public Officials** - No member of the governing body of the COUNTY, who exercises any functions of responsibilities in the review or approval of the carrying out of this Contract, shall have any personal interest, direct or indirect, in this Contract.
- C. Interest of Contractor and Employees** - If the CONTRACTOR is aware or becomes aware that any person described in Section A. or B. of this Contract has any personal financial interest, direct or indirect, in this Contract, the CONTRACTOR shall immediately disclose such knowledge to the COUNTY. The CONTRACTOR further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The CONTRACTOR further covenants that in the performance of this Contract no person having any conflicting interest shall be employed or subcontracted.

**19. DISCRIMINATION PROHIBITED:**

- A.** The CONTRACTOR shall not discriminate against any individual on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, membership in the National Guard, state defense force or any reserve

component of the military forces of the United States or this state. The CONTRACTOR may refuse to employ individuals based on conviction and arrest records only as allowed by Sec. 111.335, Wis. Stats.

- B. The CONTRACTOR will cause the foregoing provisions to be inserted into all subcontracts, if any, for any work covered by this Contract so that such provision will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**20. INSURANCE:**

- A. The CONTRACTOR shall be solely responsible to meet the CONTRACTOR'S insurance needs as required by the COUNTY during the terms of this Contract or any extension thereof.
- B. The Certificate(s) of Insurance along with an endorsement shall be issued by a company or companies authorized to do business in the State of Wisconsin and shall be satisfactory to the COUNTY. Such insurance should be primary. The CONTRACTOR shall furnish the COUNTY with a certificate of insurance and upon request, certified copies of the required insurance policies. The certificate(s) shall reference the Contract and have an endorsement attached naming the COUNTY, its boards, commissions, agencies, officers, employees and representatives as additional insureds and provide for thirty (30) days advance notice, as provided for in Section 23 "Notices" of this Contract, of any change, cancellation or non-renewal during the term of this Contract.
- C. The CONTRACTOR shall require all subcontractors to be bound by the same insurance requirements as CONTRACTOR and shall not allow subcontractors, if any, to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor(s) and approved by the COUNTY.
- D. No payments or disbursements under this Contract shall be made if such proof has not been furnished to the COUNTY. Failure to submit an insurance certificate, as required, can make this Contract void at the COUNTY'S discretion.

**21. FORCE MAJEURE:**

- A. If the performance of any part of this Contract is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, notice shall be given as soon as practicable to the other party indicating the nature of such conditions and the extent of delay and shall do everything possible to resume performance. If the period of nonperformance exceeds twenty-one (21) days from the receipt of said notice of the Force Majeure Event, this Contract may be terminated by giving written notice.
- B. If the ability of the COUNTY to compensate the CONTRACTOR is delayed by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, the COUNTY shall immediately give notice, as provided for in Section 23 "Notices" of this Contract, to the CONTRACTOR of the nature of such conditions and the expected date that compensation will be made. Section 66.0135, Wis. Stats., shall not apply to any late payment by the COUNTY due to circumstances under this Subsection B.

**22. OTHER PROVISIONS:**

- A. **Publicity Releases** - The CONTRACTOR agrees not to refer to award of this Contract in commercial advertising in such a manner that states or implies that the products or services provided are endorsed or preferred by the COUNTY.
- B. **Appropriation of Funds** - This Contract is contingent upon annual authorization of funding by the COUNTY governing body. In the event funding is not approved or is terminated, the COUNTY may terminate this Contract by providing forty-five (45) days written notice to the CONTRACTOR.
- C. **Independent Contractor Status** - This Contract does not in any way create the relationship of joint venture, partnership, principal, third party beneficiary, agent or employer/employee between the CONTRACTOR and the COUNTY, their agents, employees, subcontractors, officers and/or representatives. The CONTRACTOR, its employees, agents, subcontractors, and/or representatives shall not act or attempt to act, or represent itself, directly or by implication, as an agent for the COUNTY or in any manner assume any obligation on behalf of or in the name of the COUNTY.

- 23. NOTICES:** Any and all notices and demands shall be in writing delivered in person or by first class mail, registered or certified, postage paid, return receipt requested and addressed to the appropriate party as follows:

For COUNTY inquire to:

<b>County Department:</b>	Brown County Purchasing
<b>Mailing Address:</b>	305 E Walnut Street, 5 <sup>th</sup> Floor, PO Box 23600
<b>City, State Zip:</b>	Green Bay, WI 54305-3600
<b>Email:</b>	<a href="mailto:BC_Administration_Purchasing@co.brown.wi.us">BC_Administration_Purchasing@co.brown.wi.us</a>
<b>Phone:</b>	(920) 448-4040

For CONTRACTOR inquire to:

<b>Contractor:</b>	
<b>Mailing Address:</b>	
<b>City , State, Zip:</b>	
<b>Email:</b>	
<b>Phone:</b>	

**All other correspondence shall be addressed as above, but may be sent by "Regular Mail" and deemed delivered upon receipt by the addressee. The above addresses may be changed at any time by the party giving notice in writing to the other party in the manner provided above.**

- 24. AMENDMENTS:** This Contract is the entire agreement between the undersigned parties and shall only be modified, changed or amended in writing and signed by duly authorized representatives of each party, which amendment expressly states that it is the intention of the parties to amend this Contract.
- 25. SEVERABILITY:** The provisions of this Contract are severable and if any provision is found to be invalid, unenforceable, or void by a court of competent jurisdiction, the remainder of the Contract shall remain in full force and effect and shall not be affected, impaired or invalidated unless the effect of holding the provision invalid, unenforceable or void defeats the entire purpose of the Contract
- 26. CONSTRUCTION:** All parties have contributed to the drafting of this Contract. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any party by virtue of that party having drafted the document or any portion thereof.
- 27. SIGNATURE AUTHORITY:** The persons signing this Contract warrant that they have been authorized to enter into this Contract by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this Contract.
- 28. "PIGGYBACK" CLAUSE:** Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.

**Attachment A: Scope of Services**

**Attachment B: Completed Cost Sheet**

**\*\*\*Continue To Next Page (Signature Page)**



***SIGNATURE PAGE***

**BROWN COUNTY PURCHASING**

Dale DeNamur, Senior Buyer

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BROWN COUNTY PALS**

Chuck Lamine, Planning Director

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BROWN COUNTY EXECUTIVE**

Troy Streckenbach, County Executive

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTRACTOR**

*(To be signed by the person authorized to  
legally bind your firm to this contract)*

Vendor  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

City /  
State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

Printed  
Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
*(Required)*

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Distribution:**

Original – Purchasing

Copy – Contractor(s)

Copy – Responsible Department(s)

Brown County - Planning  
Budget Status Report  
December 31, 2016

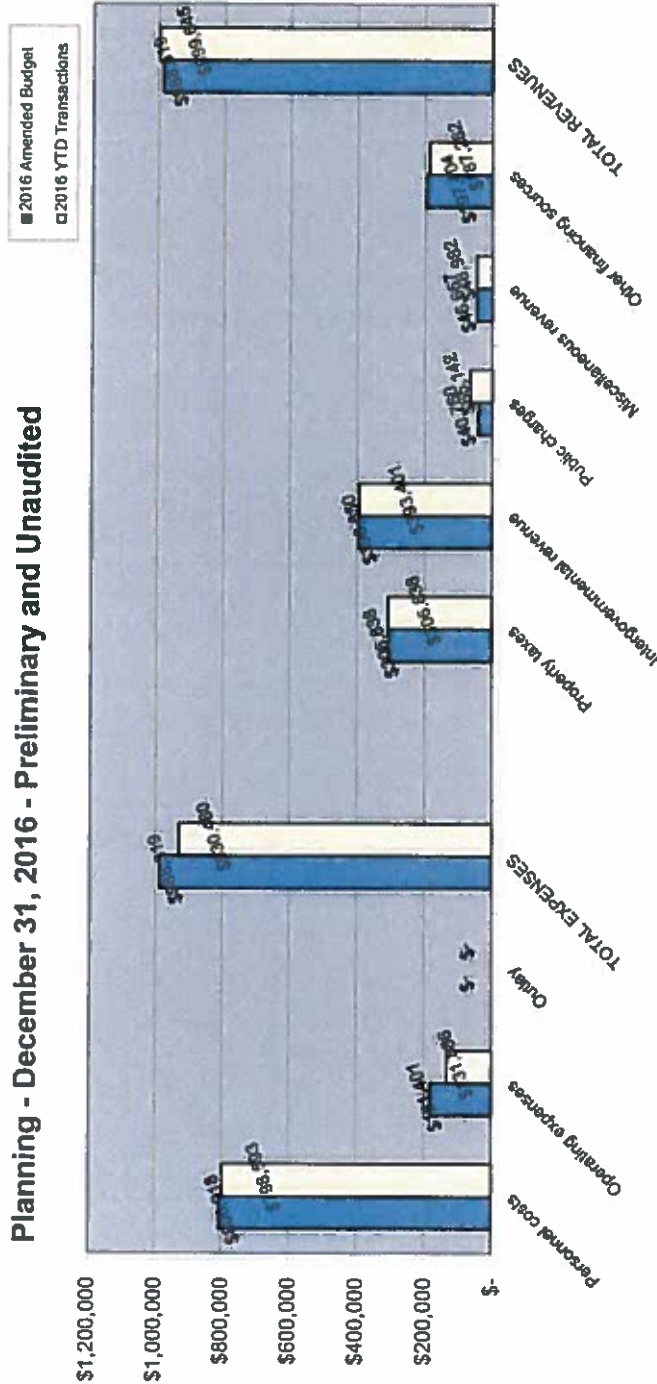
	2016 Amended		2015 YTD	
	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 806,918	\$ 798,593	\$ 813,780	\$ 803,332
Operating expenses	\$ 181,401	\$ 131,886	\$ 112,578	\$ 110,259
Outlay	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 988,319</b>	<b>\$ 930,480</b>	<b>\$ 926,358</b>	<b>\$ 913,591</b>
Property taxes	\$ 306,838	\$ 306,838	\$ 234,777	\$ 234,777
Intergovernmental revenue	\$ 396,650	\$ 393,401	\$ 398,588	\$ 413,072
Public charges	\$ 40,760	\$ 65,142	\$ 42,560	\$ 42,559
Miscellaneous revenue	\$ 46,667	\$ 46,982	\$ 26,667	\$ 26,792
Other financing sources	\$ 197,404	\$ 187,282	\$ 223,766	\$ 195,122
<b>TOTAL REVENUES</b>	<b>\$ 988,319</b>	<b>\$ 999,645</b>	<b>\$ 926,358</b>	<b>\$ 912,322</b>

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

Planning - December 31, 2016 - Preliminary and Unaudited



Brown County - Planning  
Budget Status Report  
January 31, 2017

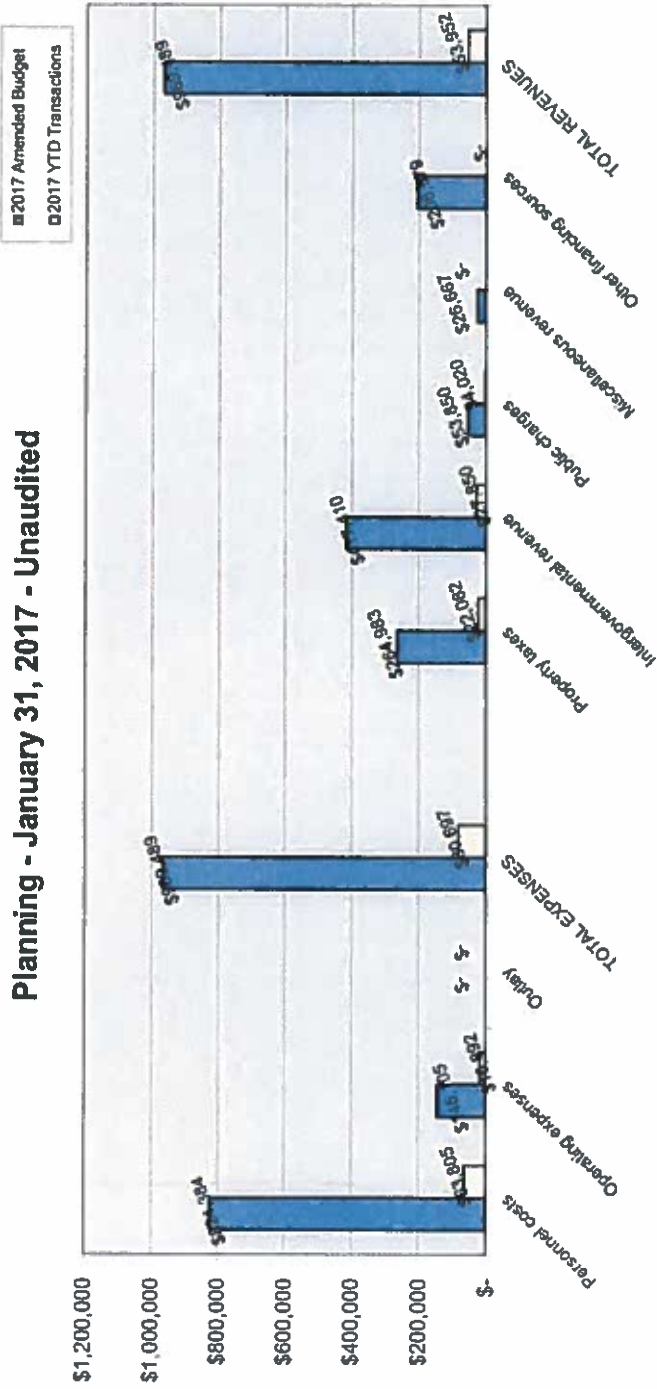
	2017 Amended Budget	2017 YTD Transactions	2016 Amended Budget	2016 YTD Transactions
Personnel costs	\$ 824,384	\$ 63,805	\$ 806,918	\$ 71,116
Operating expenses	\$ 145,105	\$ 16,892	\$ 181,401	\$ 18,265
Outlay	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 969,489</b>	<b>\$ 80,697</b>	<b>\$ 988,319</b>	<b>\$ 89,381</b>
Property taxes	\$ 264,983	\$ 22,082	\$ 306,838	\$ 25,570
Intergovernmental revenue	\$ 417,410	\$ 27,850	\$ 396,850	\$ 27,530
Public charges	\$ 53,850	\$ 4,020	\$ 40,760	\$ 50
Miscellaneous revenue	\$ 26,667	\$ -	\$ 46,667	\$ -
Other financing sources	\$ 208,579	\$ -	\$ 197,404	\$ 7,075
<b>TOTAL REVENUES</b>	<b>\$ 969,489</b>	<b>\$ 53,952</b>	<b>\$ 988,319</b>	<b>\$ 60,225</b>

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

Planning - January 31, 2017 - Unaudited



Brown County - Planning  
Budget Status Report  
February 28, 2017

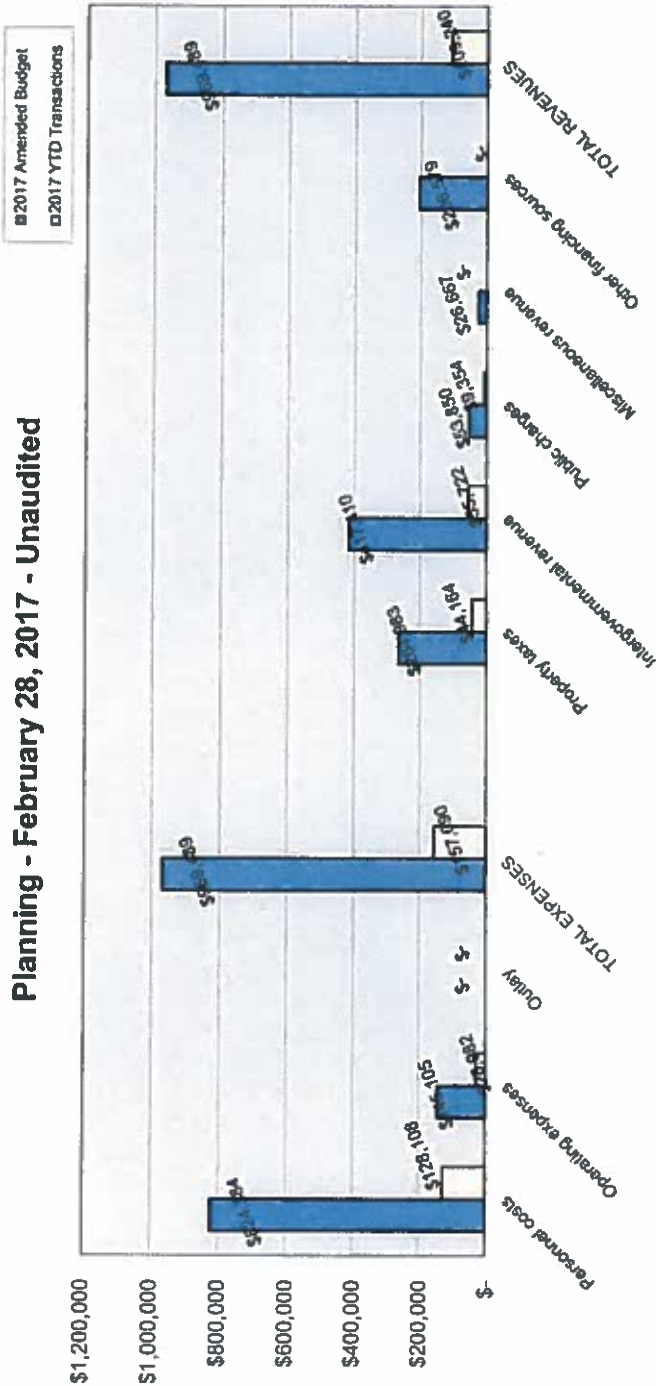
	2017 Amended		2016 Amended	
	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 824,384	\$ 128,108	\$ 806,918	\$ 134,043
Operating expenses	\$ 145,105	\$ 28,982	\$ 181,401	\$ 32,035
Outlay	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 969,489</b>	<b>\$ 157,090</b>	<b>\$ 988,319</b>	<b>\$ 166,079</b>
Property taxes	\$ 264,983	\$ 44,164	\$ 306,838	\$ 51,140
Intergovernmental revenue	\$ 417,410	\$ 55,722	\$ 396,650	\$ 55,023
Public charges	\$ 53,650	\$ 9,354	\$ 40,760	\$ 2,979
Miscellaneous revenue	\$ 26,667	\$ -	\$ 46,667	\$ 26,667
Other financing sources	\$ 205,579	\$ -	\$ 197,404	\$ 14,150
<b>TOTAL REVENUES</b>	<b>\$ 968,289</b>	<b>\$ 109,240</b>	<b>\$ 988,319</b>	<b>\$ 149,959</b>

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

Planning - February 28, 2017 - Unaudited



**Brown County - Property Listing  
Budget Status Report  
December 31, 2016**

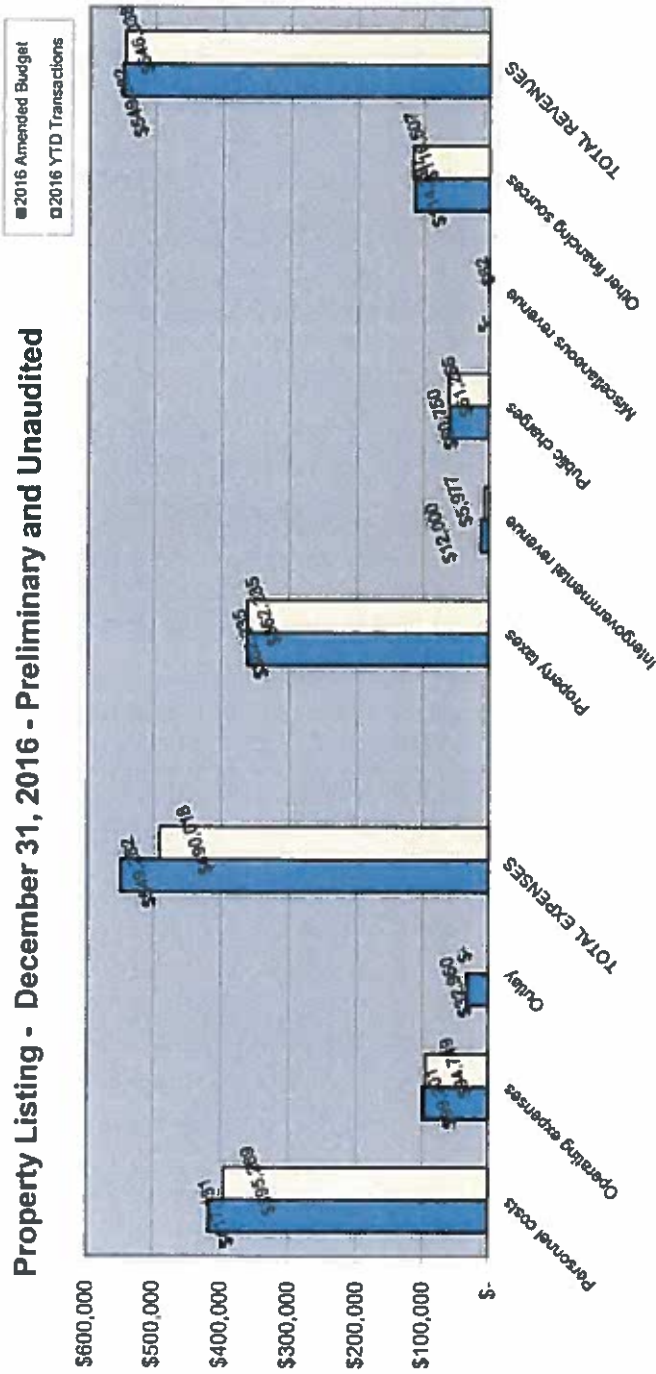
	2016 Amended Budget	2016 YTD Transactions	2015 Amended Budget	2015 YTD Transactions
Personnel costs	\$ 417,131	\$ 385,269	\$ 424,025	\$ 425,241
Operating expenses	\$ 98,201	\$ 94,749	\$ 92,884	\$ 85,546
Outlay	\$ 32,950	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 549,282</b>	<b>\$ 490,018</b>	<b>\$ 516,909</b>	<b>\$ 510,787</b>
Property taxes	\$ 362,235	\$ 362,235	\$ 300,574	\$ 300,574
Intergovernmental revenue	\$ 12,000	\$ 5,977	\$ 3,000	\$ 2,972
Public charges	\$ 60,750	\$ 61,256	\$ 51,000	\$ 42,282
Miscellaneous revenue	\$ -	\$ 62	\$ 10,000	\$ 36,878
Other financing sources	\$ 114,287	\$ 116,507	\$ 152,335	\$ 152,335
<b>TOTAL REVENUES</b>	<b>\$ 549,282</b>	<b>\$ 546,038</b>	<b>\$ 516,909</b>	<b>\$ 535,040</b>

**HIGHLIGHTS:**

Expenditures: All expenditures are within anticipated levels.

Revenues: All revenues are progressing as anticipated.

**Property Listing - December 31, 2016 - Preliminary and Unaudited**



**Brown County - Property Listing  
Budget Status Report  
January 31, 2017**

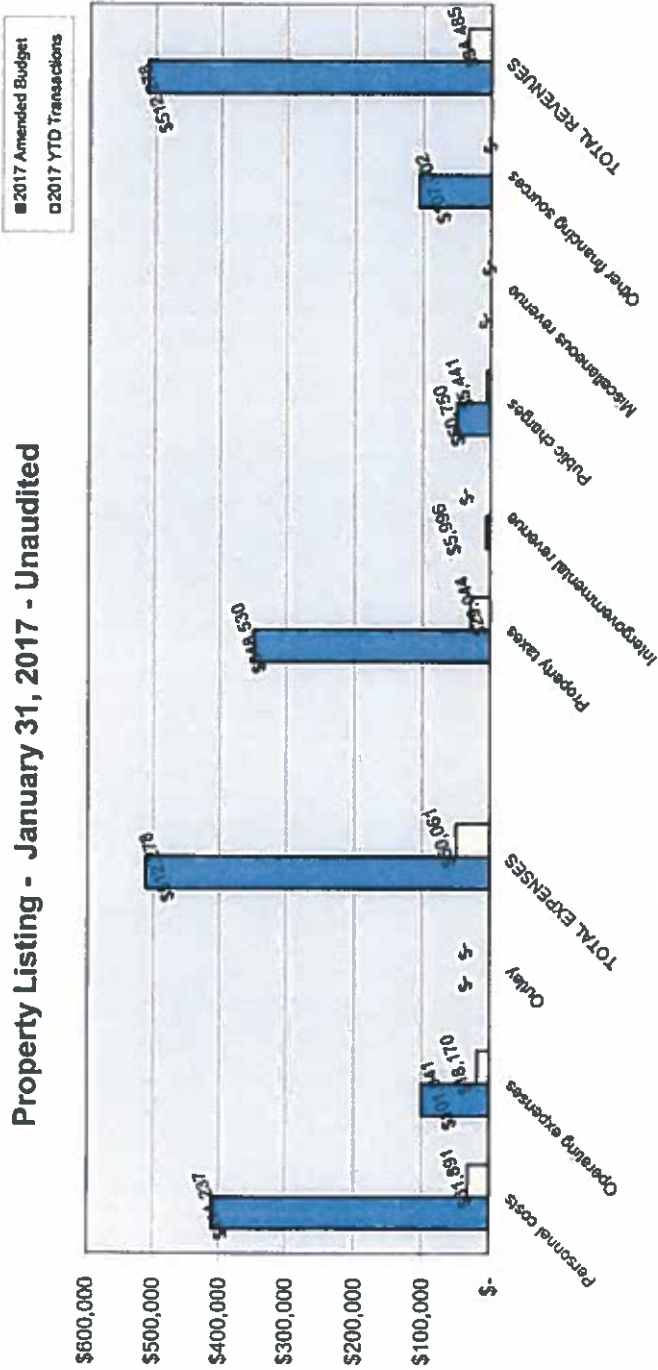
	2017 Amended Budget	2017 YTD Transactions	2016 Amended Budget	2016 YTD Transactions
Personnel costs	\$ 411,237	\$ 31,891	\$ 417,131	\$ 27,867
Operating expenses	\$ 101,041	\$ 18,170	\$ 98,201	\$ 21,670
Outlay	\$ -	\$ -	\$ 32,850	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 512,278</b>	<b>\$ 50,061</b>	<b>\$ 548,282</b>	<b>\$ 49,537</b>
Property taxes	\$ 348,530	\$ 29,044	\$ 362,235	\$ 30,186
Intergovernmental revenue	\$ 5,986	\$ -	\$ 12,000	\$ -
Public charges	\$ 50,750	\$ 5,441	\$ 60,750	\$ 16
Miscellaneous revenue	\$ -	\$ -	\$ -	\$ -
Other financing sources	\$ 107,002	\$ -	\$ 114,297	\$ 9,525
<b>TOTAL REVENUES</b>	<b>\$ 512,278</b>	<b>\$ 34,485</b>	<b>\$ 549,282</b>	<b>\$ 39,727</b>

**HIGHLIGHTS:**

**Expenditures:** All expenditures are within anticipated levels.

**Revenues:** All revenues are progressing as anticipated.

**Property Listing - January 31, 2017 - Unaudited**





Brown County - Property Listing  
Budget Status Report  
February 28, 2017

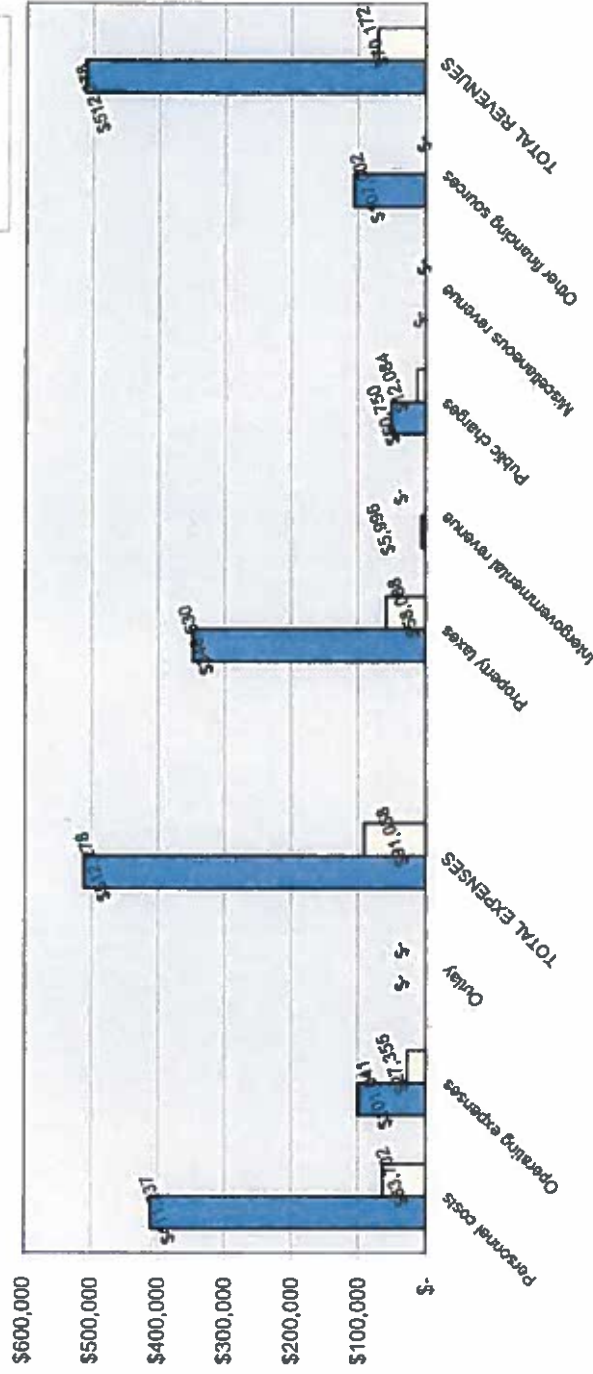
	2017 Amended Budget	2017 YTD Transactions	2016 Amended Budget	2016 YTD Transactions
Personnel costs	\$ 411,237	\$ 63,702	\$ 417,131	\$ 51,014
Operating expenses	\$ 101,041	\$ 27,355	\$ 99,201	\$ 30,709
Outlay	\$ -	\$ -	\$ 32,950	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 512,278</b>	<b>\$ 91,058</b>	<b>\$ 549,282</b>	<b>\$ 81,722</b>
Property taxes	\$ 348,530	\$ 58,088	\$ 362,235	\$ 60,373
Intergovernmental revenue	\$ 5,996	\$ -	\$ 12,000	\$ -
Public charges	\$ 50,750	\$ 12,084	\$ 60,750	\$ 2,894
Miscellaneous revenue	\$ -	\$ -	\$ -	\$ -
Other financing sources	\$ 107,002	\$ -	\$ 114,297	\$ 19,050
<b>TOTAL REVENUES</b>	<b>\$ 512,278</b>	<b>\$ 70,172</b>	<b>\$ 549,282</b>	<b>\$ 82,316</b>

**HIGHLIGHTS:**

Expenditures: All expenditures are within anticipated levels.

Revenues: All revenues are progressing as anticipated.

Property Listing - February 28, 2017 - Unaudited





Brown County - Zoning  
Budget Status Report  
December 31, 2016

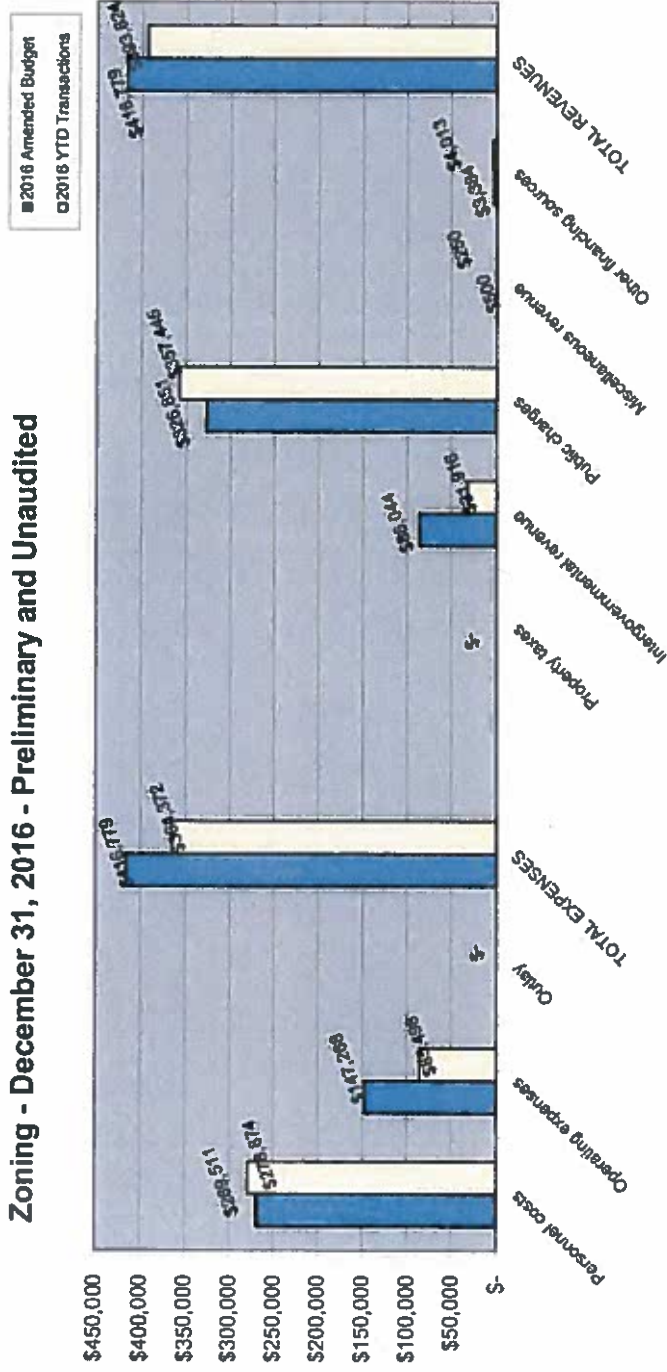
	2016 Amended		2015 YTD	
	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 269,511	\$ 278,874	\$ 266,948	\$ 273,410
Operating expenses	\$ 147,268	\$ 85,498	\$ 139,537	\$ 126,222
Outlay	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 416,779</b>	<b>\$ 364,372</b>	<b>\$ 406,485</b>	<b>\$ 399,632</b>
Property taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental revenue	\$ 86,044	\$ 31,916	\$ 87,191	\$ 80,304
Public charges	\$ 326,851	\$ 357,445	\$ 315,445	\$ 361,354
Miscellaneous revenue	\$ 500	\$ 250	\$ 500	\$ 1,350
Other financing sources	\$ 3,384	\$ 4,013	\$ 3,349	\$ 3,842
<b>TOTAL REVENUES</b>	<b>\$ 416,779</b>	<b>\$ 393,624</b>	<b>\$ 406,485</b>	<b>\$ 446,850</b>

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: Public charges for P.O.W.T.S. program are progressing as planned.

**Zoning - December 31, 2016 - Preliminary and Unaudited**



Brown County - Zoning  
Budget Status Report  
January 31, 2017

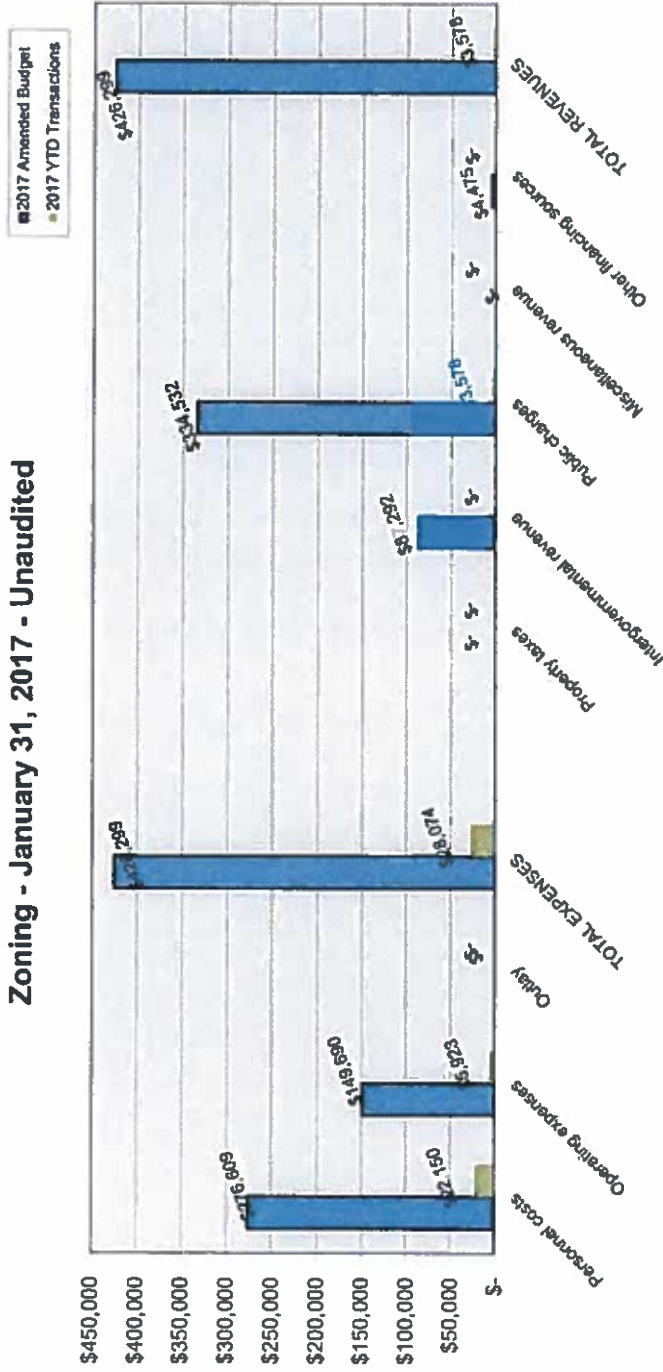
	2017 Amended		2017 YTD		2018 Amended		2018 YTD	
	Budget	Transactions	Budget	Transactions	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 276,609	\$ 22,150			\$ 269,511	\$ 25,002		
Operating expenses	\$ 149,690	\$ 5,923			\$ 147,268	\$ 7,970		
Outlay	\$ -	\$ -			\$ -	\$ -		
<b>TOTAL EXPENSES</b>	<b>\$ 426,299</b>	<b>\$ 28,074</b>			<b>\$ 416,779</b>	<b>\$ 32,972</b>		
Property taxes	\$ -	\$ -			\$ -	\$ -		
Intergovernmental revenue	\$ 87,282	\$ -			\$ 86,044	\$ -		
Public charges	\$ 334,532	\$ 3,578			\$ 326,851	\$ 4,731		
Miscellaneous revenue	\$ -	\$ -			\$ 500	\$ -		
Other financing sources	\$ 4,475	\$ -			\$ 3,384	\$ -		
<b>TOTAL REVENUES</b>	<b>\$ 426,299</b>	<b>\$ 3,578</b>			<b>\$ 416,779</b>	<b>\$ 4,731</b>		

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: Public charges for P.O.W.T.S. program are progressing as planned.

**Zoning - January 31, 2017 - Unaudited**



Brown County - Zoning  
Budget Status Report  
February 28, 2017

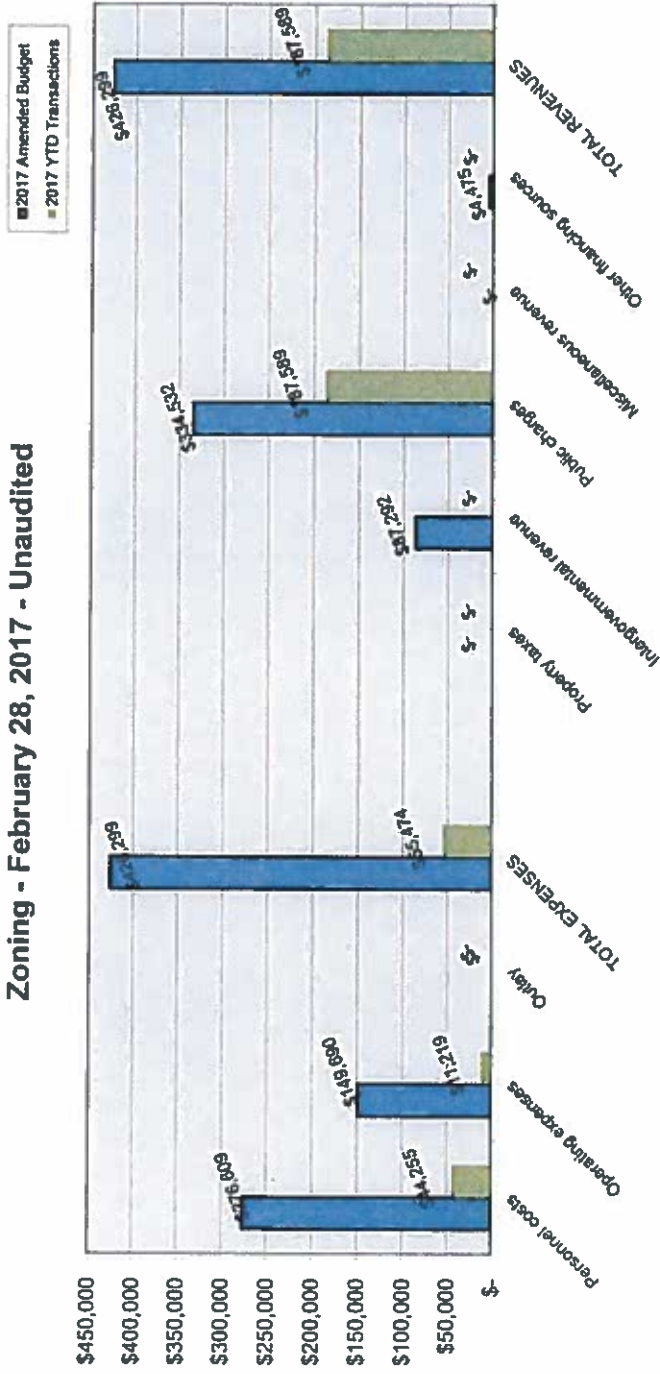
	2017 YTD		2016 Amended		2016 YTD	
	Budget	Transactions	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 276,609	\$ 44,255	\$ -	\$ -	\$ 269,511	\$ 46,882
Operating expenses	\$ 149,690	\$ 11,218	\$ -	\$ -	\$ 147,268	\$ 12,557
Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 426,299</b>	<b>\$ 55,474</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 416,779</b>	<b>\$ 59,439</b>
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental revenue	\$ 87,292	\$ -	\$ 86,044	\$ -	\$ -	\$ -
Public charges	\$ 334,532	\$ 187,589	\$ 326,851	\$ 187,239	\$ -	\$ -
Miscellaneous revenue	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -
Other financing sources	\$ 4,475	\$ -	\$ 3,384	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 426,299</b>	<b>\$ 187,589</b>	<b>\$ 416,779</b>	<b>\$ 187,239</b>	<b>\$ -</b>	<b>\$ -</b>

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: Public charges for P.O.W.T.S. program are progressing as planned.

**Zoning - February 28, 2017 - Unaudited**



BROWN COUNTY  
AUSTIN STRAUBEL INTERNATIONAL AIRPORT

Departmental Openings Summary  
To: Planning, Development & Transportation Committee  
From: Airport

3/14/2017

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
No vacancies at this time.				

2:22 PM

3/14/2017

23

**Brown County  
Airport  
Budget Status Report  
December-16**

**Unaudited**

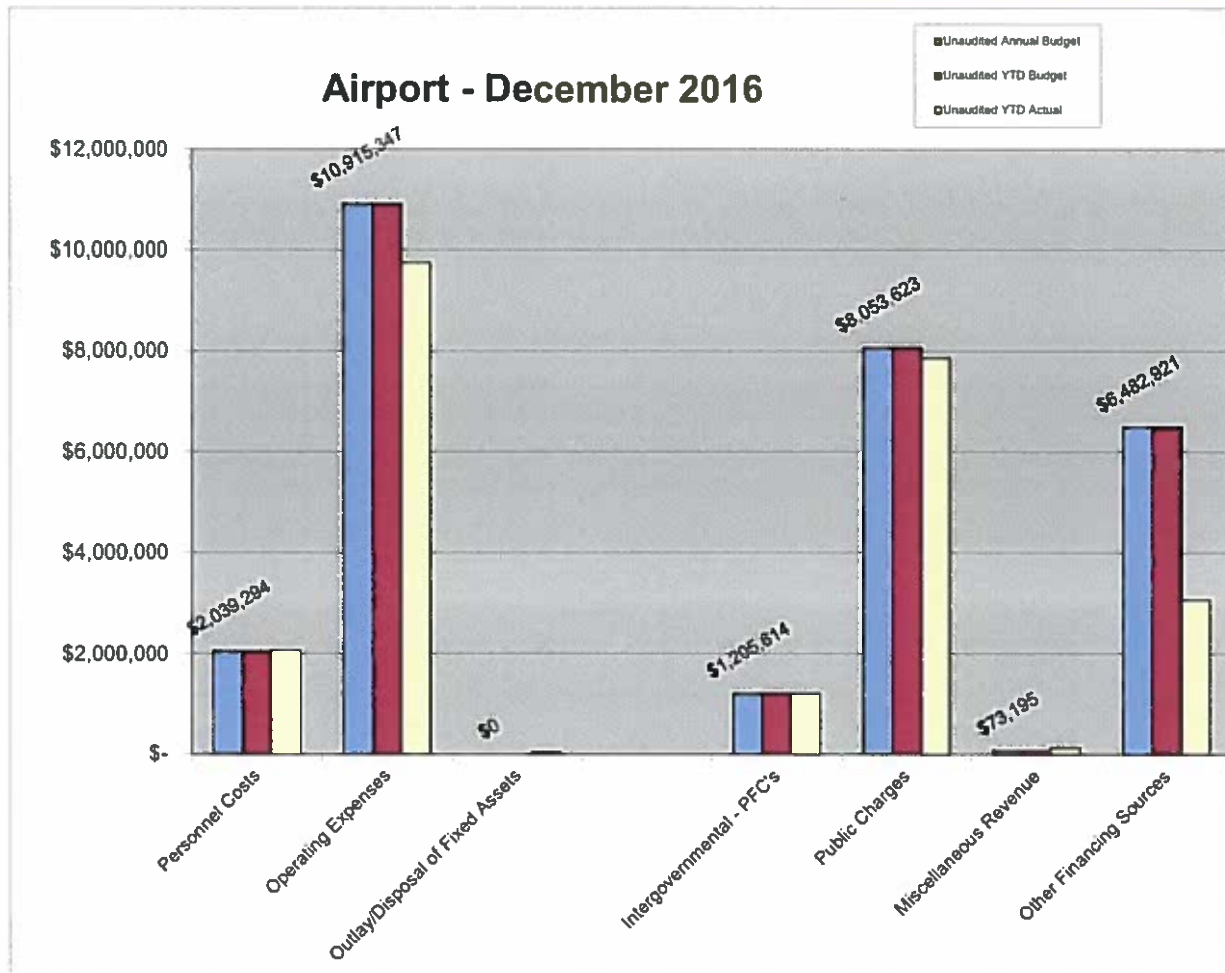
	Annual Budget	YTD Budget	YTD Actual
Personnel Costs	\$2,039,294	\$2,039,294	\$2,054,708
Operating Expenses	\$10,915,347	\$10,915,347	\$9,742,154
Outlay/Disposal of Fixed Assets	\$0	\$0	\$33,671
Intergovernmental - PFC's	\$1,205,614	\$1,205,614	\$1,200,668
Public Charges	\$8,053,623	\$8,053,623	\$7,851,628
Miscellaneous Revenue	\$73,195	\$73,195	\$127,889
Other Financing Sources	\$6,482,921	\$6,482,921	\$3,060,656

**HIGHLIGHTS**

Overall airport expenses for 2016 were under budget by about \$1.1-M

With the exception of Capital Contributions for state/federal projects which were supposed to be completed last year, but postponed to 2017, the airport realized 99% of budgeted revenue.

Thru Dec	Pax On	% (+/-)
2016	303,160	- 0.6%
2015	305,026	





# Green Bay Austin Straubel International Airport



## 2016 Annual Report



## A NEW NAME and a NEW LOOK

In August 2016, following a yearlong effort, Austin Straubel International Airport officially became Green Bay - Austin Straubel International Airport (GRB).

The effort to rename the airport began about a year ago, with Jet Air Group CEO Al Timmerman leading the effort. In October 2015, Brown County Executive Troy Streckenbach announced a study of possible names, which then went to the Brown County Board. Supervisor Bernie Erickson, who heads the Planning, Development and Transportation Committee, helped shepherd the process and the County Board gave its approval in December. After that, it was a matter of filing appropriate paperwork and receiving final approval from the Federal Aviation Administration.

Why the change? "We wanted to leverage the outstanding brand the Greater Green Bay area already has, and make it clear where the airport is located, as that's how many travelers search for airports," Streckenbach explained. "We also wanted to continue honoring local World War II hero Austin Straubel. We were able to accomplish that by simply adding Green Bay in front of the existing name."

Coinciding with the official name change was a rebranding campaign. Additional information about the rebranding effort is included in this annual report.

"The airport is an important economic driver in our community," said Streckenbach, "So, it's a great opportunity to reintroduce our airport to the traveling community as well as the community at large."

The **2016 GRB Annual Report provides an overview of airport operations and key initiatives undertaken this year**, including:

- A new name and rebranding campaign
- A new International Arrivals Terminal opened
- A TSA Pre-Check "Pop-up Event" was held at GRB
- Austin Straubel was inducted into the WI Aviation Hall of Fame
- The Carmex Lambeau Field College Classic game brought in thousands of visitors
- An e-newsletter was launched
- A renewed community outreach plan was implemented
- Year-end Financial Information (Unaudited)



A few ***quick facts*** about GRB:

- GRB is owned and operated as an Enterprise Fund of Brown County Government; that means the airport does NOT utilize property tax funds to operate.
- It is the state's third largest airport, serving all of Northeast Wisconsin and portions of Michigan's Upper Peninsula.
- The airport annually generates more than \$111 million to the economy of Northeast Wisconsin.
- GRB is served by American Airlines, Delta and United; providing service to
  - ATL - Hartsfield-Jackson International Airport (Atlanta, GA)
  - DTW – Detroit Metropolitan Wayne County Airport (Detroit, MI)
  - MSP – Minneapolis-St. Paul International Airport (Minneapolis, MN)
  - ORD – Chicago O'Hare International Airport (Chicago, IL)



***General Aviation Services*** are also available at GRB through two Fixed Base Operators (FBOs). The FBOs offer services for just about all aviation needs, including international corporate and high-end leisure travelers, business charters, small plane rental, aircraft maintenance and refurbishing, flight schools and pilot physicals. Annual gross sales for the two FBOs combined, is approximately \$8 million.

**Jet Air Group – Signature Select™** offers a full complement of FBO services and ground support. Their 36,000 sq. ft. facility is the largest heated hangar in Northeast Wisconsin. Jet Air is the Preferred Provider of the Green Bay Packers.

**Executive Air** offers a full array of FBO services and ground support. Executive Air was voted the #1 Star FBO in the Pilot's Choice Awards.



## NEW @ GRB: International Arrivals Terminal



In late May 2016, U.S. Customs and Border Protection (CBP), Brown County, and Austin Straubel International Airport (GRB) opened a new, \$4.3 million, stand-alone International Arrivals Terminal (IAT). The terminal is being used by CBP to process more than 400 international corporate/private aircraft arrivals annually.

U.S. Senator Tammy Baldwin, who has worked on airport matters through the Homeland Security and Governmental Affairs Committee, as well as the Senate Appropriations Committee, said at the opening, "The new terminal will help spur tremendous economic growth here in Brown County, as international travel expands and the airport continues to grow as a thriving regional hub.

I look forward to continuing to work together to ensure the airport and the entire region continues to grow by ensuring this facility has the Customs and Border Protection staffing it needs."



The new International Arrivals Terminal allows GRB to offer upgraded service to a growing international travel market. GRB is often the first point of entry into the U.S. for corporate and private aircraft because it has an International Port of Entry status, is on the Great Circle flying route from Europe into the heartland of the United States, and has a fully operational USDA-approved auto-clave to handle regulated international trash.

The terminal, located at the airport's former firefighting facility, was remodeled and repurposed to meet CBP safety and security requirements. The facility has room to expand as the GRB continues with an effort to secure additional customs staffing which would enable Austin Straubel to clear international commercial charter aircraft. Funding for the International Arrivals Terminal came from several sources, including the Federal Aviation Administration, WisDOT Bureau of Aeronautics and Brown County.

## NEW @ GRB: TSA Pre-Check Enrollment Event



In 2015, the Transportation Security Administration (TSA) started offering TSA Pre✓® operations at GRB. TSA Pre✓® is an expedited screening program that allows select flyers to leave on their shoes, light outerwear and belt, keep their laptop in its case and keep 3-1-1 compliant liquids/gels in a carry-on bag.

To help spur enrollment in the plan, TSA opened a "pop up" enrollment center at GRB from July 11 through July 15, 2016. The mobile application center made it quick and easy for local residents to enroll in the program.

Once approved, the passengers received a Known Traveler Number (KTN), making them eligible to use the TSA Pre-Check lanes at security checkpoints at airports nationwide. More than 650 people submitted applications during the one week event.





## NEW @GRB: Rebranding Campaign

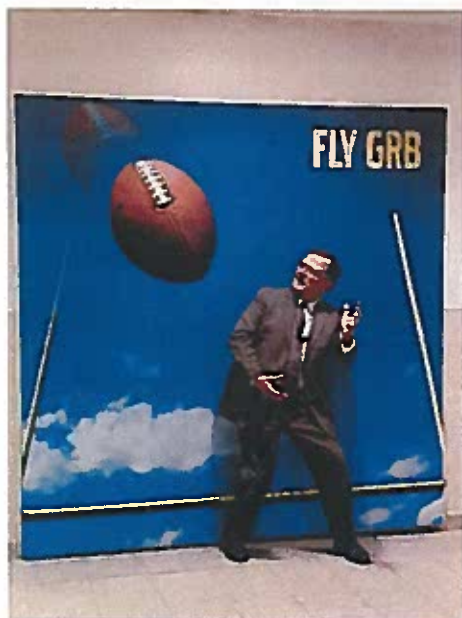


To go with GRB's official new name, Green Bay - Austin Straubel International Airport, a rebranding campaign was launched. It included a new logo, a selfie board for travelers to let their friends and family know they've "arrived" @GRB, a re-energized marketing effort that includes TV commercials and billboards, updated graphics for social media accounts and a substantial updating of GRB's Wikipedia listing. In 2017, a new sign with the new name will be installed at the entrance to the airport.

### Two new billboards



### Selfie board



### Two new TV commercials

**Austin Straubel Airport - Green Bay, WI**  
October 18 at 12:35pm · 14  
If you haven't caught our second brand new commercial on TV, check it out! We're near, taking you far. #FlyGRB



**Austin Straubel Airport - Green Bay, WI**  
October 18 at 1:07pm · 14  
We're very excited to unveil our latest commercial produced by KHRONE featuring our new logo! It's a short drive to take-off. #FlyGRB  
Check back next week for our second commercial!



## NEW @ GRB: Fritz the Therapy Dog



In October 2016, GRB officially introduced its newest volunteer: Fritz the Therapy Dog. A number of airports across the country have therapy dogs, which have been shown to help calm nervous travelers and provide stress relief during what can be long days of travel.

Fritz is a 4-year-old German Shepherd and a certified therapy dog. His handler is John Behrendt, the Airfield Operations Supervisor at GRB. "Fritz loves people and seems to know instinctively what to do to comfort them," said Behrendt. "I thought, with his disposition, why not have Fritz go through therapy certification and then he can work inside the airport terminal? So we went through training and the certification process. This is a great fit for him."



When Fritz is volunteering inside the GRB terminal, he sports a snappy yellow vest, indicating his therapy dog status. The days/times Fritz will be at the airport are posted on

Twitter [@GRBAirport](https://twitter.com/GRBAirport) and on our Facebook page: [www.facebook.com/AustinStraubelAirport](https://www.facebook.com/AustinStraubelAirport)

Youngsters who meet Fritz receive a Fritz trading card, with photos and background about Fritz. The card indicates his hometown is San Antonio, Texas; his favorite reward is jerky treats and he likes to bark at squirrels.

**NEW @ GRB: Austin Straubel  
Inducted into WI Aviation Hall of Fame  
- Display Installed @GRB -**



The Brown County Board of Supervisors named the soon-to-be-built airport after Austin Straubel back in 1946, but two new and exciting things happened in 2016 relating to Austin Straubel, the person. The Green Bay native, and WWII hero Austin Straubel was inducted into the Wisconsin Aviation Hall of Fame during an October ceremony at EAA's AirVenture Museum.

Straubel graduated from Green Bay East High School and the University of Wisconsin-Madison, where he played football. After graduation, he returned home to work in his father's business before joining the army in 1928. Straubel was Commanding Officer of the 11th Bombardment Squadron and Acting Commanding Officer of the 7<sup>th</sup> Bombardment group as well. In February 1942, while flying over the Makassar Strait in Indonesia, Officer Straubel's aircraft was attacked by Japanese Zeros and shot down. Straubel managed to land on an emergency airstrip, but he and the crew died the next day from burns sustained while trying to rescue other trapped aircraft occupants. He was the first Brown County aviator to lose his life during the war.

Coinciding with the honor, GRB installed a new feature display about Austin Straubel in the baggage claim area of the airport terminal. The three panel display shares interesting information and photos of Straubel's life in Green Bay as well as in the military. The research for the display was done by retired Pentagon attorney John Dodds. The display is definitely worth checking out the next time you fly!



## ONGOING @ GRB: Community Collaboration



The saying that GRB is the front door to the community was never more apparent than over Labor Day weekend 2016. GRB and Brown County joined forces with the Greater Green Bay Convention & Visitors Bureau to roll out the red carpet for visitors coming to town for the Carmex Lambeau Field College Classic game between the Wisconsin Badgers and the LSU Tigers.

In addition to expanded air service to GRB by the airport's main service providers, there were large charter flights and hundreds of private planes descending on the airport in a few days' time. GRB and the CVB teamed up to make the fans' arrival special. Charter flight operators were given packets of information about the area to place on each plane seat. Welcome banners and team decorations went up in the airport. A visitor's welcome booth was staffed. There was live music by the Pulaski High School Marching Band and the Ashwaubenon High School Drum Line. Arriving passengers on the heaviest travel day (Thursday) received team-colored beads from local and state elected officials and the Greater Green Bay Chamber Ambassadors.



This game was estimated to have a substantial economic impact on the community; as much as \$15 million. Media attention was substantial, and was picked up by a number of national media outlets including Good Morning America.





## ONGOING @ GRB: Community Outreach

While GRB has always had an important connection to the community, GRB leadership ramped up its community outreach efforts in 2016. This included:

***Community Speaker's Bureau Tour:*** GRB officials hit the road to educate the public about GRB, its substantial economic impact on our county, and why it's important for the community to support its airport. Presentations were made to 14 business, community and civic groups over a three month period of time. The response was great; with many who heard the presentation saying they did not realize the important role the airport plays in the local economy.



***Cross Promotion of County Activities:*** A closed circuit TV feed was installed in the baggage claim area in the third quarter of 2016, featuring a live feed from Brown County's NEW Zoo and Adventure Park as well local weather conditions and updates on events and activities happening at the airport and throughout the community.



**E-Newsletter:** An e-newsletter GRBrief: Here's What's Happening at Green Bay - Austin Straubel International Airport was developed in 2016, and is distributed on a quarterly basis to area business, community and governmental leaders. The newsletter is intended to draw attention to what's going on at the airport and reinforce the message that GRB is an important part of the local economy and travelers should support their local airport.



**Holiday Entertainment:** Thanks to its positive community image, GRB is often sought out by those wishing to provide holiday entertainment for travelers. In the past, local school choral groups and bands have performed for travelers. In 2016, a choral group from a local nursing home was among those providing entertainment for holiday travelers.

**Assistant Airport Director:** In late 2015, a new Assistant Airport Director was hired at GRB. Marty Piette brings executive level airport administration experience to the role, having most recently been the airport manager at Muskegon County International Airport (MKG) in Muskegon, MI. His previous experience includes Airport Operations Supervisor at Gulfport-Biloxi International Airport (GPT) in Gulfport, MS and Airport Control Center Operator at Milwaukee's General Mitchell International Airport (MKE).



Piette is a Wisconsin native, graduating from Wausau East High School. He has a bachelor's degree in business administration, with a major in airport administration, from the University of North Dakota. Piette is a licensed private pilot and an Accredited Airport Executive (A.A.E.).

## ONGOING @ GRB: Community Outreach

**Social media:** Social media efforts on Facebook and Twitter ramped up considerably in 2016 with the addition of more postings and more visual postings (content related graphics, photos and videos). A monthly content calendar was developed featuring:

- Mondays: Airport amenities and Fly Local promotion
- Tuesday: Tenant Tuesdays (spotlight on GRB tenants/businesses)
- Wednesday: Business development opportunities
- Thursday: Throw Back Thursday or Tenant Thursday
- Fridays: Fun Fact Fridays or Friday Facts (spotlighting Austin Straubel or other information)
- Saturdays: Community events and activities



**Facebook:** Facebook.com/Austin Straubel Airport



**Twitter:** @GRBairport



The result of the expanded effort was a strong growth in followers and engagement. In fact, *in September 2016, due to the Packers season starting and the Badgers-LSU game, a record number of people were reached via Facebook (more than 614,000) and there were more than 12,200 impressions on Twitter.*



## ONGOING @ GRB: Community Outreach

**News media (traditional and online):** For each new GRB initiative and activity, a news media outreach strategy was developed and implemented to attract media attention and help spread the word about GRB. ***From January through the end of September 2016, more than 330 stories appeared in a wide variety of NE Wisconsin media*** (broadcast, traditional, trade and online) as well as southeast Wisconsin media and trade/business publications. (That is 105 more stories than in 2015.) The Ad Value Equivalency (AVE; what the coverage would have cost had it been paid advertising) ***totaled more than \$2.1 million.*** That compares to an AVE of just under \$2 million in 2015. Some samples of the coverage can be found on the next page.



## ONGOING @ GRB: Expanded Traveler Amenities

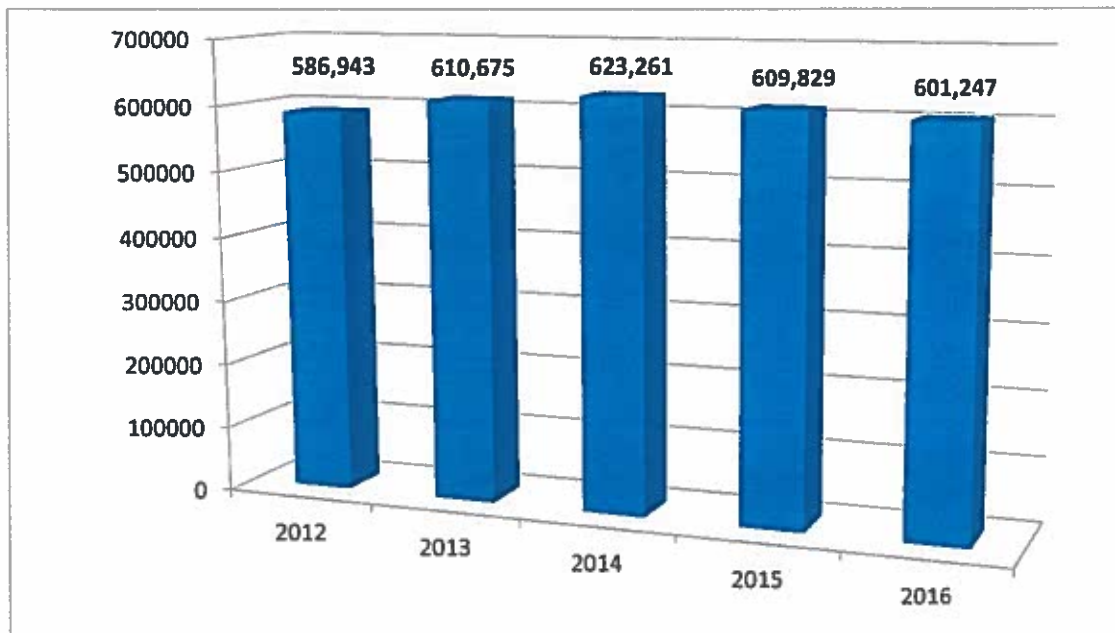
Today's travelers expect airports to provide amenities that improve and enhance their travel experience. GRB is always looking for ways to identify and implement improvements that will make the GRB travel experience a positive one. Among the current amenities that can be found at GRB:

- TSA Pre-Check
- Skybox Lounge
- Free Wi-Fi
- Charging stations
- Business work center
- Restaurant / snack bars
- Gift shop / cheese shop
- Cell phone waiting lot
- In terminal car rentals
- On-site hotel
- Overall Convenience

While amenities are important, so is price. Whenever pricing is competitive with other airports in the state of Wisconsin, GRB numbers increase.

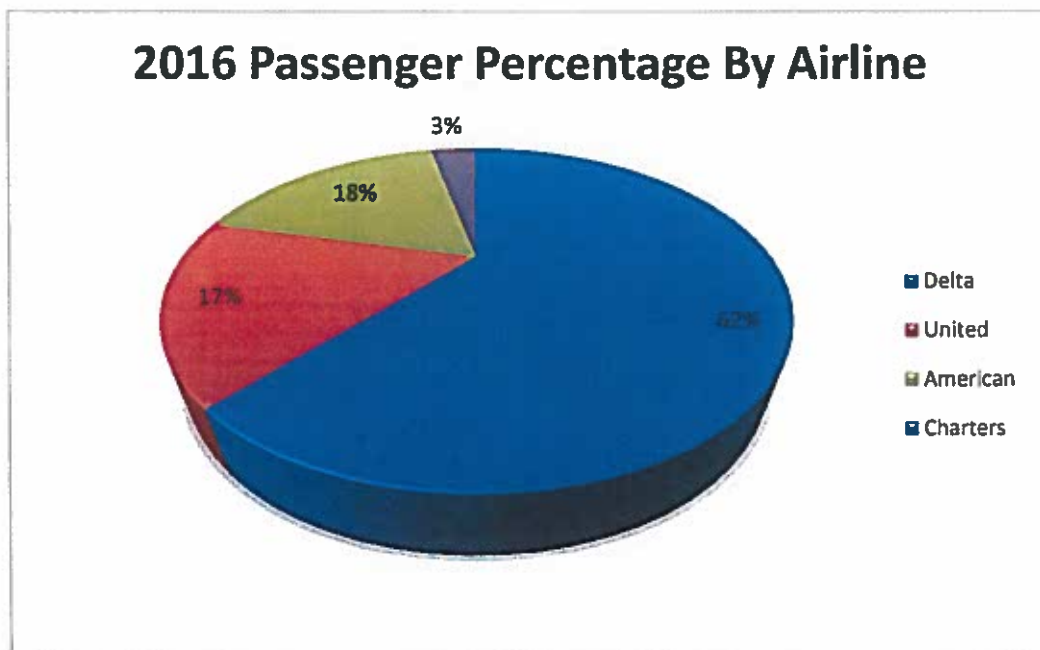


## GRB Operations: Austin Straubel International Passenger Numbers



## GRB Passenger Percentage by Airlines

Delta Air Lines remains, by far, the predominant carrier; capturing nearly 62% of travelers flyer @GRB.





## Looking Ahead to 2017



There are many positive factors and attributes that will allow the airport to continue to move forward to meet the needs of area business and leisure travelers as well as expanding the airport's role as a driver of economic development. These positive factors and attributes include, but are not limited to:

- An experienced, dedicated leadership staff; now at full strength
- A strategic financial plan designed to preserve the fiscal sustainability of the airport
- Well maintained facilities
- Community support for the airport, including strong business support for projects such as the International Arrivals Terminal and the expansion of air service
- Strong and proactive Congressional, state and local government support

### ***Among the initiatives that GRB will work on in 2017:***

- Continued efforts to secure additional US-CBP personnel in order to begin offering commercial international travel
- Pursuing commercial charter flights to Mexico and the Caribbean
- Maintaining and expanding air service to key hubs/destinations
- Reinforcing the need for competitive pricing with the airlines serving GRB
- Continued development of the Austin Straubel Commerce District
- Expanding our strong relationships with business, community and government leaders



# Financial Report

## As of December 31, 2016

### Unaudited



## Balance Sheet

Through 12/31/16  
Detail Listing  
Exclude Rolling Account

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
<b>ASSETS</b>					
1001	Cash on Hand	31,409.59	9,854.00	21,555.59	218.75
1002	Petty cash	50.00	50.00	.00	.00
1003	Dep w/ fiscal agents unrestricted	.00	.00	.00	+++
1009	Equity in cash	.00	.00	.00	+++
1009.199	Equity in cash Cash clearing	8,045,198.42	6,946,946.63	1,098,251.79	15.81
1010.100	Cash restricted - PPC	118,132.35	109,268.72	(71,136.37)	(37.58)
1300	Accounts receivable	799,358.78	245,972.43	153,386.35	62.36
1300.099	Accounts receivable Non-System	796.22	.00	796.22	+++
1300.100	Accounts receivable Capital contributions	.00	.00	.00	+++
1320	Prepaid expenditures	19,875.00	38,803.25	(18,928.25)	(48.78)
1600	Land	8,865,119.94	8,865,119.94	.00	.00
1605	Land - improvements	82,780,280.56	80,736,627.27	2,043,653.29	2.53
1609	Accum deprec - land improvements	(49,219,642.11)	(45,761,068.85)	(3,458,573.26)	(7.56)
1610	Buildings	50,135,411.10	50,783,471.30	(648,060.20)	(1.28)
1615	Building improvements	6,030,667.83	3,229,491.96	2,801,175.87	86.74
1618	Accum deprec - bldg improvements	(2,634,799.14)	(2,457,396.77)	(177,402.37)	(7.22)
1619	Accum deprec - buildings	(18,185,451.49)	(17,564,888.43)	(600,763.06)	(3.42)
1620	Equipment	14,255,160.39	14,155,310.44	99,849.95	.71
1621	Vehicles	652,874.75	652,874.75	.00	.00
1629	Accum deprec - equip & vehicles	(9,487,820.15)	(8,767,538.46)	(720,281.69)	(8.22)
1690	Construction work in progress	2,036,103.67	3,644,162.94	(1,608,059.27)	(44.13)
1695	Capital Asset Clearing	.00	.00	.00	+++
1800.100	Deferred Outflow of Resources Pension	749,374.82	243,696.36	505,678.46	207.50
1800.150	Deferred Outflow of Resources Pension Current Contributions	93,176.93	.00	93,176.93	+++
1800.199	Deferred Outflow of Resources Pension mid-year holding	.00	.00	.00	+++
1900.100	Deferred charges Unamortized	.00	.00	.00	+++
1905	Restricted net pension asset	.00	241,083.00	(241,083.00)	(100.00)
<b>ASSETS TOTALS</b>		<b>\$94,705,057.46</b>	<b>\$95,431,842.48</b>	<b>(\$726,785.02)</b>	<b>(0.76%)</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
2000	Accounts payable	297,229.38	266,907.51	30,321.87	11.36
2000.100	Accounts payable Non-System	.00	.00	.00	+++
2200	Accrued wages payable	.00	59,380.11	(59,380.11)	(100.00)
2201.001	Employee vacation rights Short-term	26,597.83	24,205.73	2,392.10	9.88
2201.002	Employee vacation rights Long-term	.00	.00	.00	+++
2202.001	Employee vested sick leave Short-term	.00	34.00	(34.00)	(100.00)

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Page 1 of 2

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# Balance Sheet

Through 12/31/16

Detail Listing

Excludes Rollup Account

Account	Amount	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
2202.002 Employee vested sick leave Long-term		4,825.54	4,972.20	(146.66)	(2.95)
2402.200 Due to state Conservation license		.00	.00	.00	***
2402.700 Due to state Sales tax		9,997.02	9,768.86	228.16	2.34
2403.100 Due to local municipalities District property tax		.00	.00	.00	***
2600 Deposits		5,000.00	5,000.00	.00	.00
2600.100 Deposits Payee		25,000.00	25,000.00	.00	.00
2600.300 Deposits Badge and key		23,280.00	24,500.00	(1,220.00)	(4.96)
2800.300 Deferred Inflow of Resources Pension		314,408.31	.00	314,408.31	***
2800.599 Deferred Inflow of Resources Pension mid-year holding		.00	.00	.00	***
2900.001 Gen obligation bonds payable Short-term		1,540,000.00	1,490,000.00	50,000.00	3.36
2900.002 Gen obligation bonds payable Long-term		9,555,000.00	11,095,000.00	(1,540,000.00)	(13.88)
2901.001 Notes payable Short-term		.00	.00	.00	***
2910 Accrued interest payable		52,414.50	65,148.74	(12,734.24)	(19.55)
2911 Deferred gains/loss		.00	.00	.00	***
2912.001 Unamortized debt premium Short-term		70,327.92	70,327.92	.00	.00
2912.002 Unamortized debt premium Long-term		377,066.32	447,394.24	(70,327.92)	(15.72)
2910 Net Pension Liability		149,399.31	.00	149,399.31	***
<b>LIABILITIES TOTALS</b>		<b>\$12,430,548.13</b>	<b>\$13,587,639.31</b>	<b>(\$1,157,091.18)</b>	<b>(8.37%)</b>
<b>FUND EQUITY</b>					
3000 Unrestricted		7,949,643.34	6,756,709.16	1,192,934.18	17.64
3100.100 Restricted Passenger facility charge		189,268.72	189,268.72	.00	.00
3100.600 Restricted Pension		.00	484,781.36	(484,781.36)	(100.00)
3200.400 Reserved Prepaids & Donations		.00	.00	.00	***
3500 Invested in capital assets		73,705,291.11	74,413,443.93	(708,152.82)	(.95)
<b>FUND EQUITY TOTALS Prior to Current Year Changes</b>		<b>\$81,844,203.17</b>	<b>\$81,844,203.17</b>	<b>\$0.00</b>	<b>0.00%</b>
Prior Year Fund Equity Adjustment		.00			
Fund Revenues		(12,240,841.31)			
Fund Expenses		11,830,533.15			
<b>FUND EQUITY TOTALS</b>		<b>\$80,254,511.31</b>	<b>\$81,844,203.17</b>	<b>\$10,308.16</b>	<b>0.50%</b>
<b>LIABILITIES AND FUND EQUITY TOTALS</b>		<b>\$94,705,057.46</b>	<b>\$95,431,842.48</b>	<b>(\$726,785.02)</b>	<b>(0.76%)</b>
Fund - 810 - Airport Totals		\$0.00	\$0.00	\$0.00	***
Fund Type - Enterprise Funds Totals		\$0.00	\$0.00	\$0.00	***
Fund Category - Proprietary Funds Totals		\$0.00	\$0.00	\$0.00	***
Fund Totals		\$0.00	\$0.00	\$0.00	***

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# Income Statement

Through 12/31/16

Detail Listing

Exclude Philip Account

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
4100	Proprietary Funds							
4101	Enterprise Funds							
4101.010	Airport							
<b>REVENUE</b>								
4190	Dep of fixed assets - recless	.00	26,991.00	26,991.00	.00	(26,991.00)	+++	.00
4600.520	Charges and fees Customer facility	510,000.00	82,470.50	584,724.00	.00	(74,724.00)	115	579,708.50
4601.520	Sales Labor	20,000.00	2,562.25	19,090.48	.00	909.52	95	24,904.01
4602	Passenger facility charge	1,205,614.00	237,243.48	1,200,667.80	.00	4,946.20	100	1,139,562.72
4620	Airfield	836,648.00	39,128.03	820,796.77	.00	15,851.23	98	727,889.11
4621	Terminal	1,986,947.00	47,355.59	1,788,229.27	.00	198,717.73	90	1,520,347.78
4622	Non-Terminal	480.00	5,949.81	63,677.82	.00	(63,197.82)	13,266	18,488.13
4623	Land Rent	538,722.00	42,001.64	568,696.95	.00	(29,974.95)	106	942,998.51
4624	Material	35,000.00	2,153.73	21,217.48	.00	13,782.52	61	28,364.03
4625	Concessions	4,127,026.00	257,803.85	3,983,772.81	.00	141,253.19	97	3,996,095.83
4625.900	Concessions Centre	(1,200.00)	(105.40)	(577.10)	.00	(622.90)	48	(695.90)
4900	Miscellaneous	26,195.00	6,528.22	32,984.62	.00	(6,789.62)	126	23,492.48
4901.100	Grants Focus on Energy	.00	.00	1,020.00	.00	(1,020.00)	+++	4,021.50
4905	Interest	47,000.00	(1,113.92)	53,630.11	.00	(6,630.11)	114	60,354.33
4950	Insurance Recoveries	.00	.00	13,262.96	.00	(13,262.96)	+++	.00
9001	Capital Contribution	6,482,921.00	810,711.06	3,060,656.34	.00	3,422,264.66	47	3,401,264.48
<b>REVENUE TOTALS</b>		<b>\$15,815,351.00</b>	<b>\$1,559,679.84</b>	<b>\$12,240,841.31</b>	<b>\$0.00</b>	<b>\$3,574,511.69</b>	<b>77%</b>	<b>\$12,466,547.51</b>
<b>EXPENSE</b>								
5100	Regular earnings	1,339,151.00	113,871.16	1,182,798.01	.00	156,352.99	88	1,077,821.85
5100.998	Regular earnings Budget only	30,369.00	.00	.00	.00	30,369.00	0	.00
5102.100	Paid leave earnings Vacation	.00	13,047.75	92,782.14	.00	(92,782.14)	+++	102,624.10
5102.200	Paid leave earnings Personal	.00	9,325.23	20,344.13	.00	(20,344.13)	+++	19,225.79
5102.300	Paid leave earnings Casual time used	.00	14,067.44	25,684.64	.00	(25,684.64)	+++	22,954.47
5102.400	Paid leave earnings Sick	.00	(175.34)	(175.34)	.00	175.34	+++	34.16
5102.500	Paid leave earnings Holiday	.00	20,351.68	40,910.00	.00	(40,910.00)	+++	39,058.81
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	185.84	.00	(185.84)	+++	3,739.33
5102.999	Paid leave earnings Accrual	.00	.00	.00	.00	.00	+++	(5,980.30)
5103.000	Premium Overtime	45,000.00	13,284.45	44,713.36	.00	284.64	99	30,560.48
5103.200	Premium Shift differential	2,000.00	228.58	1,471.04	.00	528.96	74	1,079.50
5103.300	Premium Holiday worked	.00	4,588.74	5,699.47	.00	(5,699.47)	+++	2,233.21
5109.100	Salaries reimbursement Short term disability	.00	.00	(2,878.96)	.00	2,878.96	+++	(13,662.25)
5110.100	Fringe benefits FICA	101,884.00	13,629.56	104,991.87	.00	(2,707.87)	103	98,286.69
5110.110	Fringe benefits Unemployment compensation	3,467.00	383.00	3,355.58	.00	111.42	97	3,096.95
5110.200	Fringe benefits Health insurance	251,952.00	32,173.00	273,087.32	.00	(21,135.32)	108	251,369.88
5110.210	Fringe benefits Dental insurance	27,073.00	3,329.40	29,118.10	.00	(2,045.10)	108	25,235.44
5110.220	Fringe benefits Life insurance	3,157.00	500.14	3,150.80	.00	6.20	100	2,569.12

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# Income Statement

Through 12/31/16

Detail Listing

Exclude Wollip Account

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
Fund Categories: Proprietary Funds								
Fund Types: Enterprise Funds								
Fund: 610 - Airport								
<b>EXPENSE</b>								
5110.230	Fringe benefits LT disability insurance	5,072.00	599.53	4,968.74	.00	103.26	98	4,353.90
5110.233	Fringe benefits Disability insurance	10,066.00	835.00	10,066.00	.00	.00	100	9,473.00
5110.240	Fringe benefits Workers compensation insurance	15,599.00	1,299.00	15,599.00	.00	.00	100	16,066.00
5110.300	Fringe benefits Retirement	94,121.00	12,408.47	93,176.93	.00	944.07	99	86,744.36
5110.320	Fringe benefits Pension adjust	106,037.00	106,037.23	106,037.23	.00	(.23)	100	9,732.28
5198	Fringe benefits - Budget only	4,326.00	.00	.00	.00	4,326.00	0	.00
5200.900	Uniform Contra	(100.00)	.00	(70.00)	.00	(30.00)	70	.00
5203.100	Employee allowance Clothing	5,082.00	1,192.50	3,761.93	.00	1,320.07	74	3,679.45
5300	Supplies	112,265.00	10,562.96	86,912.15	.00	25,352.85	77	87,799.45
5300.001	Supplies Office	6,000.00	1,457.49	3,669.40	.00	2,330.60	61	3,919.33
5300.002	Supplies Cleaning and household	65,500.00	6,085.65	40,554.40	.00	24,945.60	62	44,897.61
5300.004	Supplies Postage	2,000.00	.00	1,305.37	.00	694.63	65	2,480.36
5304	Printing	1,000.00	.00	975.82	.00	24.18	98	790.70
5305	Dues and memberships	9,725.00	(110.00)	9,142.32	.00	582.68	94	8,923.00
5306.100	Maintenance agreement Software	69,722.00	.00	71,128.28	.00	(1,406.28)	102	67,473.20
5307.100	Repairs and maintenance Equipment	297,740.00	13,439.34	200,142.77	.00	97,597.23	67	208,917.70
5307.200	Repairs and maintenance Vehicle	17,500.00	148.36	15,711.19	.00	1,788.81	90	6,208.91
5307.300	Repairs and maintenance Building	158,500.00	17,441.28	101,912.82	.00	56,587.18	64	232,809.36
5307.400	Repairs and maintenance Grounds	397,115.00	70,705.16	245,554.49	.00	151,560.51	62	131,278.83
5308.100	Vehicle/equipment Gas, oil, etc.	194,500.00	20,716.01	74,257.30	.00	120,242.70	38	89,020.37
5308.900	Vehicle/equipment Contra	(6,500.00)	(2,168.87)	(7,351.42)	.00	851.42	113	(7,373.67)
5310	Advertising and public notice	1,000.00	.00	169.67	.00	830.33	17	270.82
5310.100	Rental Equipment	8,100.00	.00	.00	.00	8,100.00	0	2,412.04
5310	Books, periodicals, subscription	2,551.00	12.00	704.33	.00	1,846.67	28	714.28
5313	Software/Licenses	.00	.00	.00	.00	.00	***	12,525.00
5340	Travel and training	38,540.00	.00	21,814.33	.00	16,725.67	57	31,092.48
5382	Service fees	1,000.00	42.21	370.76	.00	629.24	37	423.71
5395	Equipment - nonouley	46,797.00	23,287.00	66,318.79	.00	(22,521.79)	148	20,267.73
5410.700	Insurance Airport liability premium	20,273.00	.00	19,875.00	.00	398.00	98	19,875.00
5410.900	Insurance Deductible	10,000.00	.00	.00	.00	10,000.00	0	.00
5501	Electric	441,022.00	34,187.30	391,176.73	.00	49,845.27	89	419,208.26
5501.900	Electric Contra	(26,000.00)	(2,121.05)	(33,383.66)	.00	(2,816.34)	93	(34,913.62)
5502	Gas, oil, etc.	120,458.00	12,622.71	64,331.81	.00	56,126.99	53	81,287.17
5503	Water & sewer	193,505.00	32,797.47	180,430.44	.00	13,074.56	93	102,627.46
5503.100	Water & sewer Storm water management	181,709.00	21,455.00	178,364.78	.00	3,344.20	98	178,224.70
5505	Telephone	5,262.00	338.80	3,977.78	.00	1,284.22	76	4,061.33

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# Income Statement

Through 12/31/16  
Detail Listing  
Exclude Rollup Account

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
Fund Type: Proprietary Funds Detail Type: Enterprise Funds Fiscal Year: 610 - Report								
<b>EXPENSE</b>								
5505.100	Telephone call	9,814.00	631.18	7,735.30	.00	2,098.70	79	7,827.83
5507	Other utilities	7,600.00	2,542.05	2,542.05	.00	5,057.95	33	.00
5600	Indirect cost	81,463.00	6,786.00	81,463.00	.00	.00	100	78,373.00
5601.100	Intra-county expense Technology services	97,015.00	8,419.90	98,049.44	.00	(1,034.44)	101	78,828.12
5601.200	Intra-county expense Insurance	91,653.00	7,635.00	91,653.00	.00	.00	100	73,665.00
5601.300	Intra-county expense Other departmental	1,000.00	.00	641.84	.00	358.16	64	63.00
5601.380	Intra-county expense Highway	11,000.00	815.49	20,732.54	.00	12,267.46	63	25,672.93
5601.400	Intra-county expense Copy center	1,500.00	54.00	157.72	.00	1,342.28	11	286.00
5601.450	Intra-county expense Departmental copiers	2,464.00	205.37	2,464.00	.00	.00	100	1,383.00
5700	Contracted services	222,851.00	4,085.74	159,618.30	.00	63,232.70	72	184,303.86
5704	Security	873,000.00	64,799.28	845,107.82	.00	27,892.18	97	833,823.06
5706	Temporary replacement help	1,000.00	.00	.00	.00	1,000.00	0	.00
5708	Professional services	452,900.00	97,528.85	349,870.01	.00	103,029.99	77	449,183.16
5718.100	Legal services Changebacks	150,000.00	6,073.50	92,481.05	.00	57,518.95	62	71,180.02
5738	Parking lot management	423,450.00	49,601.87	353,580.06	.00	69,869.94	83	388,637.21
5902	Interest expense	385,963.00	(83,062.16)	260,837.84	.00	125,125.16	68	351,557.20
5903	Debt issue expense	1,452.00	.00	1,452.00	.00	.00	100	95,411.91
6000.003	Depreciation Land Improvements	3,470,992.00	294,143.17	3,458,593.26	.00	12,398.74	100	3,347,217.29
6000.010	Depreciation Buildings	1,452,404.00	119,837.42	1,393,822.62	.00	58,581.38	96	1,359,129.60
6000.020	Depreciation Equipment	791,448.00	65,929.82	775,593.74	.00	14,854.26	98	799,947.86
6110	Outlay	1,913,332.00	.00	.00	.00	1,913,332.00	0	.00
6110.900	Outlay Contra	(1,913,332.00)	.00	.00	.00	(1,913,332.00)	0	.00
6190	Disposition of fixed assets	.00	22,290.00	33,670.96	.00	(33,670.96)	***	6,615.00
<b>EXPENSE TOTALS</b>		<b>\$12,954,641.00</b>	<b>\$1,290,191.82</b>	<b>\$11,830,533.15</b>	<b>\$0.00</b>	<b>\$1,124,107.85</b>	<b>91%</b>	<b>\$11,591,817.06</b>
Fund Type: 610 - Report								
<b>REVENUE TOTALS</b>		<b>15,815,353.00</b>	<b>1,559,679.84</b>	<b>12,240,841.31</b>	<b>.00</b>	<b>3,574,511.69</b>	<b>77%</b>	<b>12,466,547.51</b>
<b>EXPENSE TOTALS</b>		<b>12,954,641.00</b>	<b>1,290,191.82</b>	<b>11,830,533.15</b>	<b>.00</b>	<b>1,124,107.85</b>	<b>91%</b>	<b>11,592,817.06</b>
Fund Type: 610 - Report (Net Gain/Loss)		<b>\$2,860,712.00</b>	<b>\$269,488.02</b>	<b>\$410,308.16</b>	<b>\$0.00</b>	<b>(\$2,450,403.84)</b>	<b>14%</b>	<b>\$873,730.45</b>
Fund Type: Enterprise Funds Total								

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# Income Statement

Through 12/31/16  
Detail Listing  
Expend Rollup Account

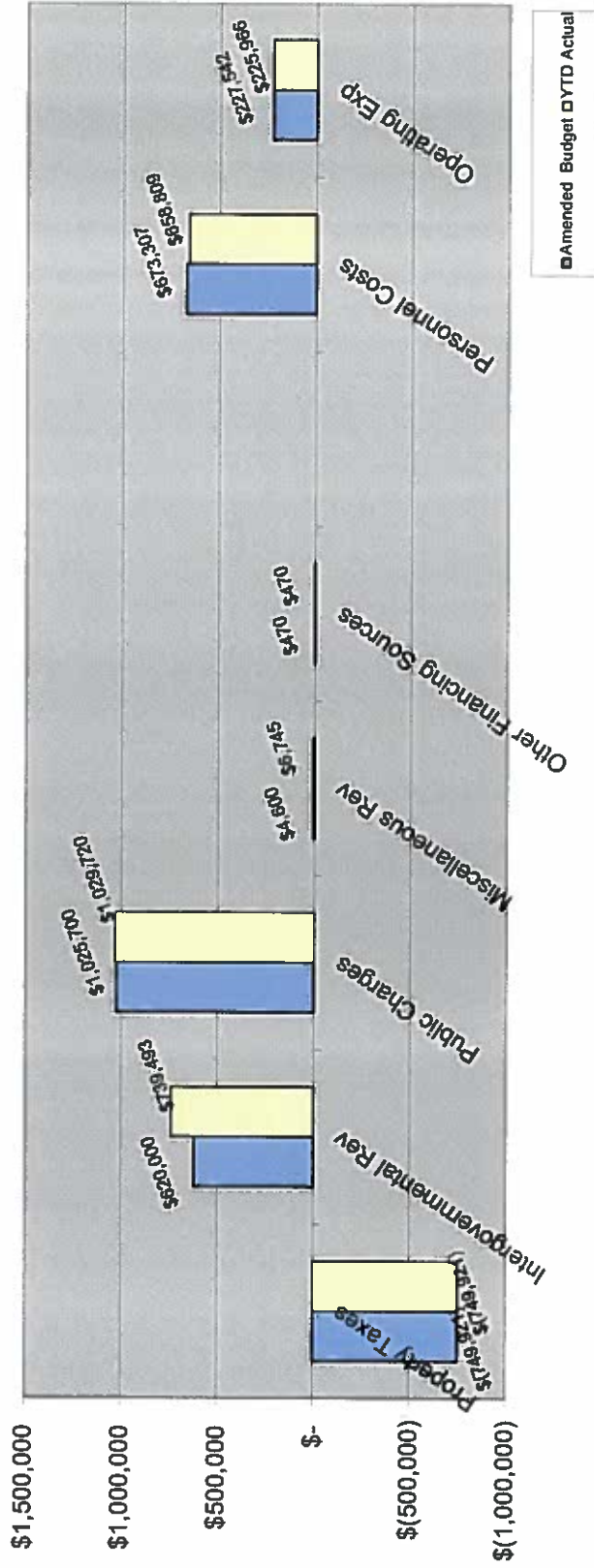
Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
Proprietary Funds								
	<b>REVENUE TOTALS</b>	15,815,353.00	1,559,679.84	12,240,841.31	.00	3,574,511.69	77%	12,466,547.51
	<b>EXPENSE TOTALS</b>	12,954,641.00	1,290,191.82	11,830,533.15	.00	1,124,107.85	91%	11,592,817.06
Fund Type	Enterprise Funds Net Gain (Loss)	\$2,860,712.00	\$269,488.02	\$410,308.16	\$0.00	(\$2,450,403.84)	14%	\$873,730.45
Proprietary Funds Total								
	<b>REVENUE TOTALS</b>	15,815,353.00	1,559,679.84	12,240,841.31	.00	3,574,511.69	77%	12,466,547.51
	<b>EXPENSE TOTALS</b>	12,954,641.00	1,290,191.82	11,830,533.15	.00	1,124,107.85	91%	11,592,817.06
Enterprise Funds	Proprietary Funds Net Gain (Loss)	\$2,860,712.00	\$269,488.02	\$410,308.16	\$0.00	(\$2,450,403.84)	14%	\$873,730.45
General Fund								
	<b>REVENUE TOTALS</b>	15,815,353.00	1,559,679.84	12,240,841.31	.00	3,574,511.69	77%	12,466,547.51
	<b>EXPENSE TOTALS</b>	12,954,641.00	1,290,191.82	11,830,533.15	.00	1,124,107.85	91%	11,592,817.06
General Fund	Proprietary Funds Net Gain (Loss)	\$2,860,712.00	\$269,488.02	\$410,308.16	\$0.00	(\$2,450,403.84)	14%	\$873,730.45

Brown County  
Register of Deeds  
Budget Status Report (Unaudited)  
12/31/2016

HIGHLIGHTS:

	Amended Budget	YTD Actual	Percent of Budget
Property Taxes	\$ (749,921)	\$ (749,921)	100.0%
Intergovernmental Rev	\$ 620,000	\$ 739,493	119.3%
Public Charges	\$ 1,025,700	\$ 1,029,720	100.4%
Miscellaneous Rev	\$ 4,600	\$ 6,745	146.6%
Other Financing Sources	\$ 470	\$ 470	100.0%
Personnel Costs	\$ 673,307	\$ 658,809	97.8%
Operating Exp	\$ 227,542	\$ 225,966	99.3%

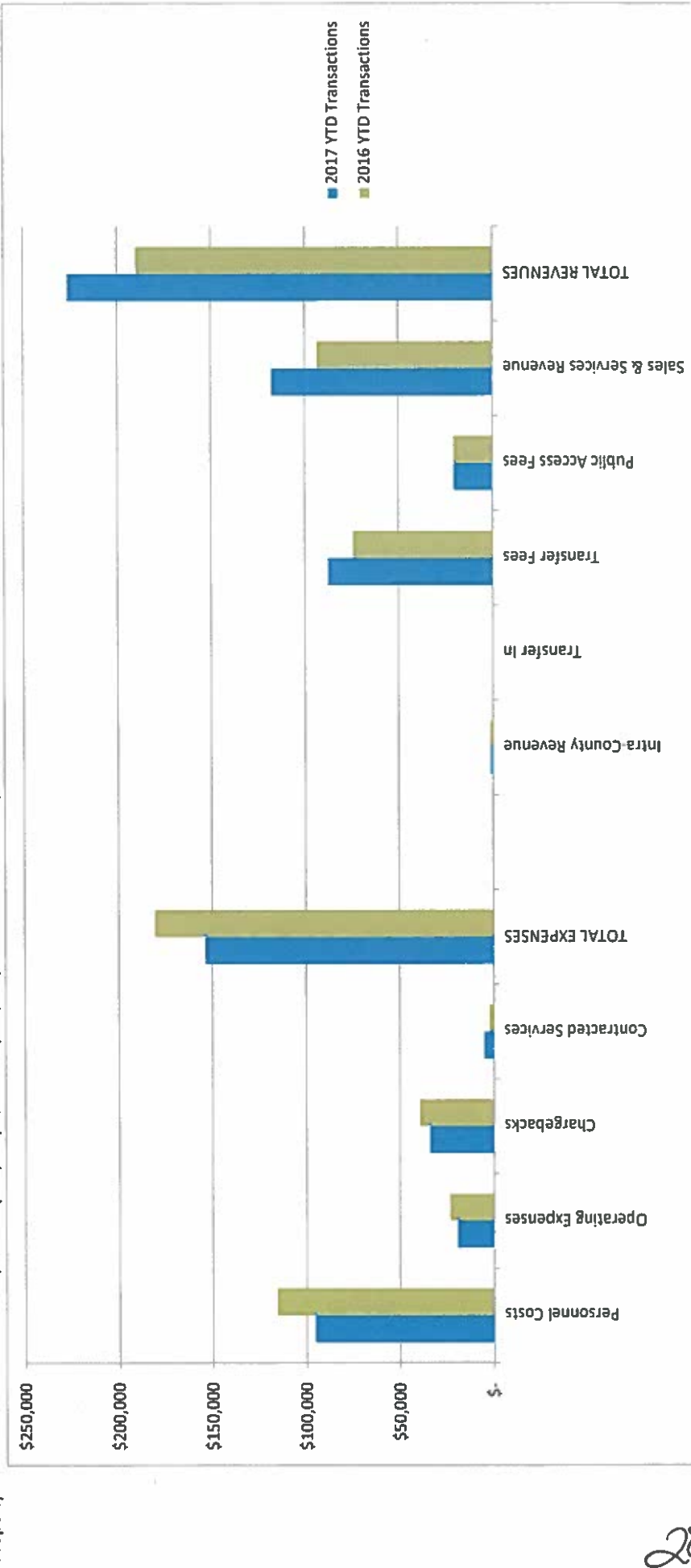
## Register of Deeds - December 31, 2016





**Brown County Register of Deeds**  
**"Unaudited" Budget Status Report**  
YTD February 2017 vs YTD February 2016

	2017 YTD		2016 YTD		YTD Transaction Change 2017 vs 2016
	2017 Budget	Transactions	2016 Budget	Transactions	Increase (Decrease)
Personnel Costs	\$ 673,955	\$ 95,535	\$ 672,308	\$ 115,781	\$ (20,246)
Operating Expenses	\$ 33,057	\$ 19,104	\$ 38,077	\$ 23,403	\$ (4,298)
Chargebacks	\$ 164,379	\$ 34,167	\$ 74,536	\$ 39,422	\$ (5,255)
Contracted Services	\$ 48,022	\$ 4,938	\$ 34,000	\$ 2,058	\$ 2,881
<b>TOTAL EXPENSES</b>	<b>\$ 919,413</b>	<b>\$ 153,744</b>	<b>\$ 818,921</b>	<b>\$ 180,663</b>	<b>\$ (26,919)</b>
Intra-County Revenue	\$ 4,600	\$ 1,000	\$ 4,600	\$ 1,319	\$ (319)
Transfer In	\$ -	\$ -	\$ 470	\$ -	\$ -
Transfer Fees	\$ 675,000	\$ 87,617	\$ 620,000	\$ 74,401	\$ 13,216
Public Access Fees	\$ 125,000	\$ 20,235	\$ 120,000	\$ 20,663	\$ (428)
Sales & Services Revenue	\$ 892,000	\$ 117,574	\$ 905,700	\$ 93,386	\$ 24,188
<b>TOTAL REVENUES</b>	<b>\$ 1,696,600</b>	<b>\$ 226,425</b>	<b>\$ 1,650,770</b>	<b>\$ 189,769</b>	<b>\$ 36,656</b>
Property Taxes	\$ (777,187)	\$ (129,531)	\$ (749,921)	\$ (124,987)	



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